



No: 37.02.0000.104.25.001.24.120

Date: 24/01/2024


**Office Order**

Snigdha Baul (22030), (Assistant Professor, Bangla), Deputy Director, Bangladesh Accreditation Council, Dhaka has been granted earned leave on full average pay (Ex-Bangladesh leave) to attend 47<sup>th</sup> Calcutta International Book Fair-2024 invited by Abhijan Publishers for 6 (Six) days from 27.01.2024 to 01.02.2024 or from the charge hand over date to 6 (six) days . This leave is granted under the following terms and conditions.

**Terms and Conditions:**

- The Officer will not be allowed to overstay abroad beyond the sanctioned time;
- The Officer will report to the concerned authority soon after his/her coming back to the home country;
- The Officer will draw his/her pay and allowances in local currency as per rules, no part of it should be drawn in foreign currency;
- All expenses will be borne by inviting company;
- Travelling expenses will have to be shown in the income tax return as per rules; and
- The Provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable in this regard. This is to say, the officer has to start her leave within the 35 (Thirty Five) days from the date of this order as this order will not remain in force after the 35 (Thirty Five) days from the making thereof.

This order has been issued with the approval of the competent authorities.

  
24.01.2024

Md. Tanvir Hasan  
Assistant Director (College-2)  
ad\_college2@dshe.gov.bd

No: 37.02.0000.104.25.001.24.120/1(11)

Date: 24/01/2024

**Copy for kind information and Necessary Action (Not as per Seniority):**

- Senior Secretary, Ministry of Foreign Affairs, Shegun Bagicha, Dhaka.
- Secretary, Secondary and Higher Education Division, Ministry of Education, Bangladesh Secretariat, Dhaka.
- Director General, Directorate of Immigration and Passport, Agargaon, Dhaka.

4. Chairman, Bangladesh Civil Aviation Authority, Bangladesh, Dhaka.
5. Immigration Officer, Departure Department.....
6. Chief Accounts Officer Ministry of Education, 45 Purana Paltan, Dhaka.
7. Principal .....
8. Mr/Mrs.....
9. Division/ District/Upazilla accounts officer.....
10. Personal Assistant to the Director General, Secondary and Higher Education Department,  
Bangladesh, Dhaka.
11. Office Copy.