



Government of the People's Republic of Bangladesh  
Ministry of Education  
Secondary and Higher Education Division  
Bangladesh Secretariat, Dhaka.  
Government College-4 (www.shed.gov.bd)



Number:  
37.00.0000.069.08.019.18.413

Date: 29/8/2021

### Government Order

Most. Shamima Sultana (16914), Programme Officer (Assistant Professor-Political Science), Bangladesh National Commission for UNESCO (BNCU), Dhaka has been granted earned leave on half average pay (Ex-Bangladesh leave) for the purpose of staying with her husband and caring for children in UK for 01 (One) year from 12.09.2021 to 11.09.2022 or from the charge hand over date to 01 (One) year. This leave is granted under the following terms and conditions:

#### Terms and Conditions:

- a. The Officer will not be allowed to stay abroad more than the approved period;
- b. The Officer will inform the authority after her return;
- c. The Officer will draw her pay and allowances in local currency. No part of it should be drawn in foreign currency;
- d. All related expenses of the travel will be borne by herself;
- e. If it is necessary to take extra leave in addition to the approved leave, the authority has to be informed through the concerned Embassy/High Commission as per the rules;
- f. The Provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable in this regard. That 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 and
- g. Travelling expenses will have to be shown in the income tax return.

2. During the holidays she will be assigned as an Officer on Special Duty (O.S.D) at the Directorate of Secondary and Higher Education (DSHE).

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

authority.

By order of President,



29-08-2021

Mohammed Abu Naser Beg  
Deputy Secretary

Number:

Date: 29/8/2021

37.00.0000.069.08.019.18.413/1(14)

Copy for Kind Information and Necessary Action:

- 1) Senior Secretary, Ministry of Foreign Affairs
- 2) Director General, Department of Immigration & Passports (DIP)
- 3) Director General, Directorate of Secondary and Higher Education
- 4) Deputy Secretary General.....
- 5) PS to Minister, Ministry of Education, Bangladesh Secretariat, Dhaka
- 6) PS to Deputy Minister, Ministry of Education, Bangladesh Secretariat, Dhaka
- 7) PS to Secretary, Secondary and Higher Education Division, Ministry of Education
- 8) Chief Accounts Officer, Ministry of Education, 45 Purana Paltan, Dhaka
- 9) Senior Systems Analyst, ICT Branch, Secondary and Higher Education Division
- 10) Most.....
- 11) Immigration Officer, Departure Department.....
- 12) Public Relations Officer, Ministry of Education, Bangladesh Secretariat, Dhaka
- 13) PO to Add. Secretary (College), Secondary and Higher Education Division, Ministry of Education
- 14) PO to Joint Secretary (College), Secondary and Higher Education Division, Ministry of Education