



Government of the People's Republic of Bangladesh
Ministry of Education
Secondary and Higher Education Division
Bangladesh Secretariat, Dhaka.
www.shed.gov.bd(Govt. College-04)



Number:
37.00.0000.069.08.003.23.167

Date: 4/3/2024

Government Order

Farhana Tanjim (16778), Associate Professor (Bangla), OSD at the Directorate of Secondary and Higher Education, Dhaka; Insitu: Government Teachers' Training College, Dhaka has been granted earned leave on half average pay for 2 (Two) days from 23.03.2024 to 24.03.2024 & vacation period for 13 (Thirteen) days 25.03.2024 to 06.04.2024 which all are equal to 15 (Fifteen) days for the purpose of performing the holy Umrah in Saudi Arabia 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. Travelling expenses will have to be shown in the income tax return;
2. This order has been issued with the approval of the competent authority.

By order of President,



04-03-2024

Khodeja Khatun
Deputy Secretary (Add.
Duty)

Number:

Date: 4/3/2024

37.00.0000.069.08.003.23.167/1(13)

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(DSHE), Dhaka
- 4) Principal.....
- 5) PS to Minister, Ministry of Education, Bangladesh Secretariat, Dhaka
- 6) PS to Secretary, Secondary and Higher Education Division, Ministry of Education
- 7) Chief Accounts Officer, Ministry of Education, 45 Purana Paltan, Dhaka
- 8) Farhana Tanjim (16778), Associate Professor (Bangla), OSD at the Directorate of Secondary and Higher Education, Dhaka
- 9) System Analyst, ICT Branch, SHEDa
- 10) Immigration Officer, Departure Department.....
- 11) Public Relations Officer, Ministry of Education, Bangladesh Secretariat, Dhaka.
- 12) PO to Joint Secretary (College), SHED, Ministry of Education
- 13) District/Upazila Accounts Officer.....