



বাংলাদেশ বিজ্ঞান ও শিল্প গবেষণা পরিষদ (বিসিএসআইআর)
BANGLADESH COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH (BCSIR)

Ref: 39.308.008.02.00.018.2010/ 556

Dated: 27.11.2019

Subject: Ex-Bangladesh Leave.

With reference to the above mentioned subject the undersigned is directed to inform that **ASMA SULTANA, Junior Technician**, BCSIR Laboratories, Dhaka, has been sanctioned Ex-Bangladesh leave from **17.12.2019** or from the date of her departure from Bangladesh in the purpose of **Umrah Hajj for 15 (Fifteen)** days travel to **Saudi Arabia** on the following terms & conditions:

1. The leave will be counted from the date of her departure and will be adjusted in her earned leave.
 2. The leave will not be extended.
 3. Her salary will be paid in local currency.
 4. She will hand over her official responsibilities to the concern officer before her departure.
 5. She will have to submit foreign address, e-mail, departure letter, attested photocopies of visa and passport before her departure.
 6. BCSIR or Government of Bangladesh will have no involvement in any sort of financial expenditure in this regard.
2. This order is issued with the reference no.03.069.025.06.00.003.2011-144(500), dated.19.06.2011 circulated by the Prime Minister's Office, Government of the People's Republic of Bangladesh.

Sd/-
(Md. Khalilur Rahman)
Secretary
Phone-58610717

ASMA SULTANA
Junior Technician
BCSIR Laboratories, Dhaka.

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Copy forwarded for kind information:

1. Director General, Department of Immigration and Passport, Sher-E-Bangla Nagar, Dhaka.
2. Director General, Foreign Exchange Department, Bangladesh Bank, Dhaka.
3. Incharge to Directorate General of Forces Intelligence, 32, Cantonment Bazar, Dhaka Bangladesh.
4. Incharge to Special Branch, Malibagh, Dhaka Bangladesh.
5. Director, BCSIR Laboratories, Dhaka.
6. Assistant Secretary (Consular) Ministry of Foreign Affairs, Segun Bagicha, Dhaka with a request to issue note verbal.
7. Immigration Officer, Hazrat Shah Jalal (R.) International Air Port, Dhaka.
8. P.S. to Secretary, Ministry of Science and Technology, Bangladesh Secretariat, Dhaka.
9. Director (Finance and Accounts), BCSIR, Dhaka.
10. Incharge to ICT Cell, BCSIR, Dhaka.(For uploading in the BCSIR website.)
11. P.S to Chairman, BCSIR, Dhaka (For kind information of the chairman).
12. P.A. to Member (Admin.), BCSIR, Dhaka. (For kind information of the Member).
13. Office Copy.

(Md. Khalilur Rahman)
Secretary