



BOARD OF INTERMEDIATE AND SECONDARY EDUCATION  
DHAKA, BANGLADESH  
13-14, Joynag Road, Bakshibazar, Dhaka-1211  
[www.dhakaeducationboard.gov.bd](http://www.dhakaeducationboard.gov.bd)


No.714C/Estd./2005/(personal)/ 865

Date : 04.03.2024

**Office Order**

Mrs. Khurshida Akter Shapna (ID-391) , son of S M Samsuddin Ahmed has been serving at Board of Intermediate and Secondary Education, Dhaka, Bangladesh as 'Office Assistant Cum Computer Operator '. She is granted earned leave on full average pay (Ex-Bangladesh leave) for the purpose of travelling in India, for 10 (Ten) days from 06<sup>th</sup> March, 2024 to 15<sup>th</sup> March, 2024 or from the date of departure under the following terms and conditions::

01. a. The employee will not be allowed to stay abroad more than the approved period;  
b. The employee will inform the authority after his return;  
c. The employee will draw his 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 himself;  
e. Travelling expenses will have to be shown in the income tax return and  
f. The Provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable in this regard.  
That is to say, the employee has to start his 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 date of issue.
02. The above order has got the approval from the competent authority.

  
Professor Azad Hossain Chowdhury  
Secretary  
Board of Intermediate and Secondary Education  
Dhaka, Bangladesh.  
Phone: +88-02-223369813.

Memo No: 506(08)

Date : 04.03.2024

**Copy forwarded to:**

1. Director General, Immigration and Passport, Dhaka, Bangladesh.
2. Superintendent of Police, Immigration and Passport, Dhaka, Bangladesh.
3. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.
4. Deputy Secretary (Estd.), Board of Intermediate and Secondary Education, Dhaka
5. P.S. to Chairman, Board of Intermediate and Secondary Education, Dhaka, Bangladesh.
6. P.A. to Secretary, Board of Intermediate and Secondary Education, Dhaka, Bangladesh.
7. Mrs. Khurshida Akter Shapna (ID-391), 'Office Assistant Cum Computer Operator, Board of Intermediate and Secondary Education, Dhaka, Bangladesh.
8. Office Copy/Personal file.