



**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION
DHAKA, BANGLADESH
13-14, Joynag Road, Bakshibazar, Dhaka-1211
www.dhakaeducationboard.gov.bd**

Office Order

No. 843C/Estd/2011/(personal)/ 1220

Date :22.09.2024

Mrs. Israt Jahan (Id-320), daughter of Md Hossain Ali Sikder has been serving at Board of Intermediate and Secondary Education, Dhaka, Bangladesh as 'Upper Division Assistant'. She is granted earned leave on full average pay (Ex-Bangladesh leave) for the purpose of traveling in Thailand, Singapore and Malaysia for 19 (Nineteen) days from 03 November 2024 to 21 November 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 her return;
c. The employee 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 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 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 date of issue.
02. The above order has got the approval from the competent authority.

Professor Azad Hossain Chowdhury
Secretary 22/9/24

Board of Intermediate and Secondary Education
Dhaka, Bangladesh.
Phone: +88-02-223369813.

Memo No.709(7)

Date:22.09.2024

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. Israt Jahan (Id-320), 'Upper Division Assistant', Board of Intermediate and Secondary Education, Dhaka, Bangladesh.
8. Office Copy/Personal file.