



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


**Office Order**

No. 844C/ESTA/2011/(Personal)/1369

Date : 20/11/2024

Mr. Syed Ruman (ID-321), son of Syed Mozammel Haque has been serving at Board of Intermediate and Secondary Education, Dhaka, Bangladesh as 'Upper Division Assistant'. He is granted earned leave on full average pay (Ex-Bangladesh leave) for the purpose of performing the holy Umrah in Saudi Arabia for 17 (Seventeen) days from 26 November, 2024 to 12 December, 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. This has got the approval from the competent authority.

  
20.11.24  
**Professor Azad Hossain Chowdhury**  
Secretary  
Board of Intermediate and Secondary Education  
Dhaka, Bangladesh.  
Phone: +88-02-223369813



Memo No. 801 (8)

Date : 20/11/2024

**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. Mr. Syed Ruman (ID-321), Upper Division Assistant, Board of Intermediate and Secondary Education, Dhaka, Bangladesh.
8. Office Copy/Personal file.