



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

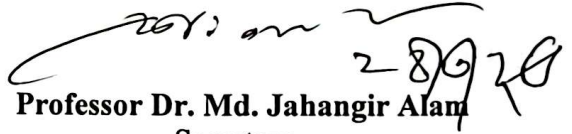
No.823B/Estd./2011/1582

Date : 24-03-2025

**Office Order**

Mr. Ishrat Jahan (Id-105), Daughter of Biswas Nur Jafor has been serving at Board of Intermediate and Secondary Education, Dhaka, Bangladesh as 'Programmer '. She is granted earned leave on full average pay (Ex-Bangladesh leave) for the purpose of travelling in Malaysia and Singapore for 12 (Twelve) days from 26<sup>th</sup> March, 2025 to 06<sup>th</sup> April, 2025 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 Dr. Md. Jahangir Alam  
Secretary

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

Memo No: 944(08)

Date : 24-03-2025

**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. Mr. Ishrat Jahan (Id-105), 'Programmer ' Board of Intermediate and Secondary Education, Dhaka
6. P.S. to Chairman, Board of Intermediate and Secondary Education, Dhaka, Bangladesh.
7. P.A. to Secretary, Board of Intermediate and Secondary Education, Dhaka, Bangladesh.
8. Office Copy/Personal file.

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