

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
PRIME MINISTER'S OFFICE

OLD SANGSHAD BHABAN  
DHAKA.

No. 03.082.047.01.00.048.2017- 1102

Date : 13 November 2017


To: Chief Accounts Officer  
Prime Minister's Office  
Segunbagicha, Dhaka

Subject: **Ex-Bangladesh leave.**

I am directed to convey the sanction of Ex-Bangladesh leave in favor of Mrs Shaheen Ara Begum, Programmer, Prime Minister's Office for 07 (seven) days with effect from 15-21 November 2017 or the date of departure to be spent in Singapore.

02. The approval is accorded in line with terms and conditions placed hereinafter:

- (a) The period of leave including transit will be treated as on duty;
- (b) She will bear all expenses of the tour of his own.
- (c) She will not stay in abroad beyond permitted time;
- (d) Salary and allowances will be payable in local currency & no part of it shall be drawn in foreign currency.

  
13.11.2017

Farid Ahmed  
(Joint Secretary)  
Director (Administration)  
Phone: 9114270  
Email: [diradmin@pmo.gov.bd](mailto:diradmin@pmo.gov.bd)

Copy forwarded for kind information and necessary action to (not according to seniority):

1. Secretary, Ministry of Foreign Affairs, Dhaka.
2. Director General, Passport and Immigration Department, Agargaon, Dhaka.
3. Embassy of People's Republic of Bangladesh in Singapore (By bag).
4. Private Secretary to Principal Secretary/Senior Secretary, Prime Minister's Office, Dhaka.
5. Director, Hazrat Shahjalal International Airport, Dhaka.
6. System Analyst, Prime Minister's Office, Dhaka.
7. Accounts Officer, Prime Minister's Office, Dhaka.
8. Mrs Shaheen Ara Begum, Programmer, Prime Minister's Office, Dhaka.