

Government of the People's Republic of Bangladesh  
Ministry of Public Administration  
Admin-1  
www.mopa.gov.bd

Record Number: 05.00.0000.110.08.095.22.1364

Date: 23/10/2023

**Office Order**

The undersigned is directed to convey Government's approval of ex-Bangladesh leave in favor of Kousar Alam Khan, Administrative Officer, Ministry of Public Administration for performing Omra Hajj in Saudi Arabia from 01.11.2023 to 15.2023 or 15(Fifteen) days from the date of availing the leave under the following terms and conditions:

1. He will draw her pay and allowances in local currency. No part of it should be drawn in foreign currency;
2. All related expenses of the travel will be borne by himself;
3. The provision of Clause 34 of Appendix VIII of Rule 234 of BSR (Part-1) Will be applicable for this approval.

02. Kousar Alam Khan's Father Md. Abdur Rahim Khan and Mather Dulena Khatun will accompany him during the travel.



23-10-2023

**Alauddin Ali**

**Deputy Secretary**

**Phone: 55100216**

**Email:**

**adminint@mopa.gov.bd**

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05.00.0000.110.08.095.22.1364/1(11)

Copy for Kind Information and Necessary Action,

- 1) Senior Secretary, Ministry of Foreign Affairs.
- 2) Director General, Department of Immigration & Passport, Dhaka.
- 3) H.E. Ambassador, Embassy of the Kingdom of Saudi Arabia, Bangladesh/H.E. Ambassador Embassy of Bangladesh, Riyadh, Saudi Arabia.

- 4) Senior System Analyst, Office of the Senior Systems Analyst, Ministry of Public Administration (With request to publish in website).
- 5) Senior Assistant Secretary, Secretariat, Ministry of Public Administration.
- 6) PS to Senior Secretary, Secretary's Office, Ministry of Public Administration.
- 7) Chief Accounts & Finance Officer, Ministry of Public Administration.
- 8) Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka/Shah Amanat International Airport, Chattogram/Osmany International Airport, Sylhet.
- 9) Accounts Officer, Account Cell, Ministry of Public Administration.
- 10) Kousar Alam khan, Administrative Officer, Secretariat, Ministry of Public Administration.
- 11) Office copy/personal copy.



23-10-2023

**Alauddin Ali**  
**Deputy Secretary**