



Government of the people's republic of Bangladesh  
Ministry of Science and Technology  
Section-05  
Bangladesh Secretariat, Dhaka  
Website: www.most.gov.bd

**Record Number:** 39.00.0000.005.08.010.22.147

**Date:** 19/05/2024

**Subject: Permission to enjoy Earned Leave as Ex-Bangladesh Leave for Holy Hajj.**

Reference: 39.02.0000.009.08.092.20-135, Date: 08.05.2024

The undersigned is directed to convey the Government's approval to enjoy Earned Leave as Ex-Bangladesh Leave in favour of **Dr. Samina Ahmed**, Chief Scientific Officer and Director (Additional Charge), Institute of Glass and Ceramic Research and Testing (IGCRT), Bangladesh Council of Scientific and Industrial Research (BCSIR) for travelling Saudi Arabia to perform Holy Hajj from 04.06.2024 to 30.06.2024 or 27 (Twenty Seven) days from the date of handing over the duties under the terms and conditions mentioned in Paragraph-2:

**2. Terms and conditions:**

- She will have to abide by all the governmental rules regarding Holy Hajj;
- The commencement of the leave will be counted from the date of her departure. The leave will have to be adjusted with her Earned Leave on average pay;
- She will not extend the leave and join the workplace in due time. She will draw her pay and allowances in local currency;
- Prior to leaving Bangladesh, attested copies of visa and passport, foreign address, E-mail and Letter of Departure should be submitted to competent authority;
- She will hand over her duties with consent of the authority;
- There will be no financial involvement of BCSIR/GoB in this travel; and
- According to Section-34 of Appendix-8 (Rule-234, Note-2) of BSR Part-1 the leave will have to be commenced within 35 days; otherwise the leave will be void.

3. This order is issued with approval of the competent authority.

19-05-2024

Dr. Md. Selim Reza

Deputy Secretary

**Distribution for kind information and necessary action (not according to seniority):**

- Foreign Secretary, Ministry of Foreign Affairs, Dhaka, Bangladesh {Atten: Director (Consular), with request to issue Letter of Introduction}};
- Director General, Department of Immigration & Passport, Agargaon, Dhaka;
- Chairman, Bangladesh Council of Scientific and Industrial Research (BCSIR), Dhaka;
- Executive Director, Hazrat Shahjalal International Airport, Dhaka;
- Dr. Samina Ahmed, Chief Scientific Officer and Director (Additional Charge), IGCRT, BCSIR, Dhaka;
- Programmer, ICT Section, Ministry of Science and Technology, Dhaka (with request to upload the G.O. to MoST website) and

7. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

**Record Number:** 39.00.0000.005.08.010.22.147/1(3)

**Date:** 19/05/2024

**Copy for Kind Information:**

1. PS to Honorable Minister (Additional Charge), Ministry of Science and Technology, Dhaka;
2. PS to Secretary (Additional Charge), Ministry of Science and Technology, Dhaka and
3. PO to Additional Secretary (Admin), Ministry of Science and Technology, Dhaka.



*MS Selim Reza*

19-05-2024  
Dr. Md. Selim Reza  
Deputy Secretary