

Government of the People's Republic of Bangladesh
Office of the Chief Administrative Officer
Ministry of Defence
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No-23.17.0000.001.08.011.24.608

Date: 24 April 2025

Sub: Grant of Ex-Bangladesh Leave (Earned Leave) - Civilian Staff.

Ref: Army Headquarters ltr No-23.01.901.037.07.099.01.20.04.25 Dated 20 April 2025.

1. Regarding the above matter, Assistant Librarian Sheikh Md Shofiqul Islam (Personal No-15005) working at the Army Headquarters under the administrative control of this office, in favor of the concerned personnel for going to Saudi Arabia for the purpose of performing the Holy Hajj from 28 April 2025 to 11 June 2025 or a total of 45 (Forty Five) days from the date of departure outside Bangladesh on full average pay (Earned Leave) is granted subject to the following conditions:

- (a) There will be no financial involvement of the Government of Bangladesh;
- (b) All expenses will be borne by the said employee from his own source;
- (c) He will draw his pay and allowances in local currency;
- (d) After the leave the concerned employee will join in the work at the same post and the same organization; and
- (e) He will not be permitted to stay beyond the authorized period.

2. Forwarded for your kind information and further action.



Nesar Ahmed Khan
Director General (Acting)
Phone: 8715729

Action:

Army Headquarters
AG's Branch, Directorate of Personnel Administration
PA-6, Dhaka Cantonment.

Information:

Ministry of Defence
D-18 Branch
Gonobhaban Complex
Sher-e-Bangla Nagar, Dhaka-1207.

Office of The Additional Chief Controller of Defence Finance (Civil)
Dhaka Cantonment.

Sheikh Md Shofiqul Islam
Assistant Librarian (Personal No-15005)
Army Headquarters
AG's Branch, Directorate of Personnel Administration
PA-6, Dhaka Cantonment.

Assistant Superintendent, Administrative Branch -1 (for publication on website).

Personal File.