



শেখ হাসিনার মূলনীতি  
গ্রাম শহরের উন্নতি

Record Number: 46.00.0000.046.08.028.17-452

Date: 24/08/2023.

### Office Order

Mrs. Layla Kaniz, Chairman, Upazila Parishad, Raipura, Narsingdi has been granted ex-Bangladesh leave to meet his son & son's wife in USA from 27 August 2023 to 25 September 2023 or 30 (Thirty) days starting from the date of commencement of leave.  
This leave is granted under the following terms and conditions:

- All expenses in connection with this visit will be borne by Mrs. Layla Kaniz herself;
- She will draw her pay and allowances in local currency;
- She will not be allowed to stay abroad for more than the approved period;
- She will return to her respective work place immediately after visiting USA;
- In absence of Upazila Parishad Chairman, Panel Chairman-01 will be responsible for taking any financial decision of Upazila Parishad.

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

24.08.2023

(Dr. Masura Begum)

Deputy Secretary

Phone: 02-223382247

E-mail: lgdupazila1@lgd.gov.bd

Record Number: 46.00.0000.046.08.028.17-452/1(14)

Date: 24/08/2023.

Copy for Kind Information and Necessary Action:

- 1) Senior Secretary, Ministry of Foreign Affairs.
- 2) Secretary, Security Services Division, Ministry of Home Affairs.
- 3) Director General, DIP.
- 4) Divisional Commissioner, Dhaka.
- 5) Executive Director, HSIA, Civil Aviation Authority, Bangladesh.
- 6) PS to Honorable Minister, Ministry of Local Government, Rural Development & Co-operatives.
- 7) Deputy Commissioner, Narsingdi.
- 8) Chairman, Upazila Parishad, Raipura, Narsingdi.
- 9) PS to Secretary, Local Government Division.
- 10) Upazila Nirbahi Officer, Raipura, Narsingdi.
- 11) Vice Chairman/Mohila Vice Chairman, Upazila Parishad, Raipura, Narsingdi.
- 12) Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
- ✓ 13) Programmer, ICT Cell, Local Government Division (With request to upload in LGD website).
- 14) PO to the Joint Secretary (Upazila), Local Government Division.

24.08.2023

(Dr. Masura Begum)

Deputy Secretary