



Government of the People's Republic of Bangladesh  
Ministry of Local Government, Rural Development  
and Co-operatives  
Local Government Division  
Upazila-1 Section  
www.lgd.gov.bd



Record Number: 46.00.0000.046.08.040.17.365

Date: 19/6/2022

**Office Order**

Mr. Md Shane Alam, Chairman, Upazila Parishad, Khagrachari Sadar, Khagrachari has been granted ex-Bangladesh leave for the holy Hajj in Saudi Arabia from 15 June 2022 to 29 July 2022 or 45 (Forty five) 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 Mr. Md Shane Alam himself;
- He will draw his pay and allowances in local currency;
- He will not be allowed to stay abroad more than the approved period;
- He will return to their respective work place immediately after visiting Saudi Arabia.
- 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.

19-06-2022

**MAMOTAJ BEGUM**  
Senior Assistant Secretary  
Phone: 02223382247

Record Number:

Date: 19/6/2022

46.00.0000.046.08.040.17.365/1(13)

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 (Regular Responsibility), Office of the Divisional Commissioner, Chattogram.
- 5) Executive Director, HSIA, Civil Aviation Authority, Bangladesh.
- 6) PS to Honorable Minister, Ministry of Local Government, Rural Development & Co-operatives.
- 7) Deputy Commissioner (DC), Khagrachari
- 8) Chairman, Upazila Parishad, Khagrachari Sadar, Khagrachari.
- 9) PS to Secretary, Office of the Secretary, Local Government Division.
- 10) UNO, Office of the Upazila Nirbahi Officer, Khagrachari Sadar, Khagrachari
- 11) Vice Chairman/Mohila Vice Chairman, Upazila Parishad, Khagrachari Sadar, Khagrachari.
- 12) Programmer, ICT Cell, Local Government Division (With request to upload in LGD website).
- 13) PO to the Joint Secretary (Upazila), Local Government Division.

19-06-2022

**MAMOTAJ BEGUM**  
Senior Assistant Secretary