



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



শেখ হাসিনার মূলনীতি
গ্রাম শহরের উন্নতি

Record Number: 46.00.0000.046.08.048.17-49

Date: 20/02/2023.

Office Order

Mst. Sufia Akter Helen, Woman Vice Chairman, Upazila Parishad, Madhabpur, Habiganj has been granted ex-Bangladesh leave to perform the Holy Umrah Hajj in Saudi Arabia from 25 February 2023- 21 March 2023 or 25 (Twenty 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 by Mst. Sufia Akter Helen herself;
- She will draw her pay and allowances in local currency;
- She will not be allowed to stay abroad more than the approved period;
- She will return to her respective work place immediately after visiting Saudi Arabia.

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

(Signature)
20/02/2023

(Mahbuba Ireen)

Deputy Secretary

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Record Number: 46.00.0000.046.08.048.17-49/1(13)

Date: 20/02/2023.

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

(Signature)
20/2/2023

(Mahbuba Ireen)

Deputy Secretary