

Government of the People's Republic of Bangladesh
Ministry of Agriculture
Soil Resource Development Institute
Krishi Khamar Sarak, Dhaka-1215
www.srdi.gov.bd

No:12.03.0000.003.44.161.16-174

Date: 13-02-2024

Office Order

Mr. Md. Rashedul Alam, Upper Division Assistant-Cum-Accountant, Soil Resource Development Institute, Regional Office, Patuakhali has been granted 15 (Fifteen) days earn leave (ex-Bangladesh leave) for performing Umrah Hajj in Saudi Arabia starting from 21/02/2024 to 06/03/2024 or from the date of commencement of leave. The leave has been granted under the following terms and conditions:

- (a) He will draw his pay and allowances in local currency, no part of it should be drawn in foreign currency;
- (b) All related expenses of the travel will be borne by him;
- (c) The provision of Rule 34 of Appendix VIII of BSR (part-1) is applicable for this approval;
- (d) He will not be allowed to stay abroad more than the approved period;
- (e) He will have to inform the department after return.
- (f) Md. Rashedul Alam's wife Mrs. Nusrat Jahan, Daughter Riadul Jannat Maisha & Son Md. Anas Mehmud Adi will accompany him during the travel.

sd.

(Md. Jalal Uddin)
Director General
Phone-02-41025041
E-mail: dg@srdi.gov.bd

To.
Mr. Md. Rashedul Alam
Upper Division Assistant-Cum-Accountant
Soil Resource Development Institute
Regional Office, Patuakhali.

No:12.03.0000.003.44.161.16-174

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Copy forwarded for kind information and necessary action to: (not as per seniority)

1. H.E. High Commissioner/Ambassador of the High commission/Embassy of Saudi Arabia, Dhaka.
2. Director (consular), Ministry of Foreign Affairs, Dhaka.
3. Director General, Immigration and Passport, Agargaon, Dhaka.
4. Director, Field Services wing, Soil Resource Development Institute, Dhaka.
5. Chief Scientific Officer, Soil Resource Development Institute, Divisional Office, Barisal.
6. Principal Scientific Officer, Soil Resource Development Institute, Regional Office, Patuakhali
- ✓ 7. Innovation Officer, Soil Resource Development Institute, Dhaka (With request to upload it in the website)
8. District Accounts and Finance Officer, Patuakhali.
9. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
10. Assistant Director, Soil Resource Development Institute, Dhaka.
11. Office Copy.

Jalal Uddin
13.02.2024
(Md. Jalal Uddin)
Director General
Phone-02-41025041