

Government of the People's Republic of Bangladesh  
Ministry of Textiles & Jute  
Jute-1  
www.motj.gov.bd

Number: 24.00.0000.118.25.014.23.92

Date: 17/04/2024

**Office Order**

The undersigned is directed to convey the Government's approval of earned leave (Ex Bangladesh) in favour of Mr. S. M. Mohibub Ul Islam Mamun, Assistant Engineer (Electrical), The Crescent Jute Mills Co. Ltd., Bangladesh Jute Mills Corporation (BJMC), Ministry of Textiles & Jute to perform The Holy Omra in Saudi Arabia (Macca & Madina) for 15 (fifteen) days starting from 22/04/2024 to 06/05/2024 or from the convenient date of commencement of the journey 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 visit will be borne by himself.
  - (c) No expenses will bear by Government/BJMC.
  - (d) The provision of Rule 34 of Appendix VIII of BSR (Part-1) will be applicable for this approval.
  - (e) At the end of the approved period of foreign travel, he will return to Bangladesh as per the rules and join the service.
  - (f) His wife Mrs Halima Khanam Bithi and his daughter Ayesha Islam Mou will accompany him during the travel.
02. This order is issued with the approval of competent authority.

-SD-

(Dr. Md. Aminul Islam)  
Deputy Secretary  
Phone: 55100364  
juteministry@gmail.com

Number: 24.00.0000.118.25.014.23.92

Date: 17/04/2024

Copy forwarded for kind information and necessary action (Not According to Seniority):

01. Foreign Secretary, (Senior Secretary) Ministry of Foreign Affairs, Segunbagicha, Dhaka
02. H. E. Ambassador, Embassy of the Kingdom of Saudi Arabia, Bangladesh
03. H. E. Ambassador, Embassy of Bangladesh, Riyadh, Saudi Arabia
04. Chairman, Bangladesh Jute Mills Corporation (BJMC), Dhaka
05. Director General, Department of Immigration and Passports, Dhaka
06. Director, Hazrat Shahjalal International Airport, Dhaka/Shah Amanat International Airport, Chattogram/Osmany International Airport, Sylhet
07. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/Shah Amanat International Airport, Chittagong/Osmany International Airport, Sylhet
08. PS to Secretary, Ministry of Textiles & Jute, Bangladesh Secretariat, Dhaka
09. Assistant Programmer, Ministry of Textiles and Jute, Bangladesh Secretariat, Dhaka  
(With request to display in MoTJ website)
10. General Manager (Accounts & Finance), BJMC, Motijheel C/A, Dhaka.
11. Mr. S. M. Mohibub Ul Islam Mamun, Assistant Engineer, The Crescent Jute Mills Co. Ltd., Town Khalishpur, Khulna
12. Office Copy

(Dr. Md. Aminul Islam)  
Deputy Secretary