

Government of the People's Republic of Bangladesh  
Ministry of Posts, Telecommunications & Information Technology  
Posts and Telecommunications Division  
Admin- 01 Section  
Bangladesh Secretariat, Dhaka.  
[www.ptd.gov.bd](http://www.ptd.gov.bd)

Memo No: 14.00.0000.001.08.003.16.56

Date: 20/02/2023


**Notification**

Under provision of the Prescribed Leave Rules, 1959, Ex-Bangladesh Leave (earned leave) has been granted to Ms. Zinat Ara, Additional Secretary, Posts & Telecommunications Division, Bangladesh Secretariat, Dhaka to visit Saudi Arabia to perform Umrah Hajj from 23.03.2023 to 06.04.2023 or 15 (Fifteen) days from the date of enjoying leave with her husband Khondkar Md. Abdullah Addad under the terms & conditions mentioned below:-

- a) This approval is applicable for a single trip only;
- b) The expenditure relevant to this visit will be borne by her own & the Government of Bangladesh will not bear any cost in local or foreign currency;
- c) Under no condition, leave will be extended;
- d) She will draw his usual pay and allowances from Bangladesh in local currency;
- e) She must return to the country within the stipulated time limit & join her office.

02. This notification is issued with the approval of the competent authority.

By order of president,

  
20.02.2023

Mohammad Rafiqul Islam

Deputy Secretary

Phone: 02 9514449

Email: admin1@ptd.gov.bd

Memo No: 14.00.0000.001.08.003.16.56

Date: 20/02/2023

Copy for kind information & necessary action (not according to the seniority).

1. Senior Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.  
(Attn: Director General (Consular) with request to issue note verbal/LOI.)
2. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat.
3. Director General, Department of Immigration & Passports, Agargaon.
4. Ms. Zinat Ara, Additional Secretary, Posts & Telecommunications Division, Bangladesh Secretariat, Dhaka.
5. General Manager, Foreign Currency, Bangladesh Bank, Head Office, Dhaka

6. Director, Hazrat Shahjalal International Airport, Dhaka.
7. PS to Minister, Posts & Telecommunications Division, Ministry of Posts, Telecommunications & Information Technology, Bangladesh Secretariat, Dhaka.
8. PS to Secretary, Posts & Telecommunications Division, Bangladesh Secretariat, Dhaka.
9. Chief Accounts & finance Officer, Posts & Telecommunications Division, Segunbagicha, Dhaka.
10. Programmer, Posts & Telecommunications Division, Bangladesh Secretariat, Dhaka. (With a request to upload the notification in website).
11. Immigration officer, Hazrat Shahjalal International Airport, Dhaka.
12. Accounts Officer, Posts & Telecommunications Division, Bangladesh Secretariat, Dhaka.
13. Personal Officer of Additional Secretary (All), / Joint Secretary (All), Posts & Telecommunications Division, Bangladesh Secretariat, Dhaka.