"শেখ হাসিনার দর্শন,
সব মানুষের উন্নয়ন"

বাংলাদেশ বিজ্ঞান ও শিল্প গবেষণা পরিষদ(বিসিএসআইআর)

BANGLADESH COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH (BCSIR)

Ref: 39.307.033.00.00.486.2012./756 Dated: 09 .04.2019

Subject: Ex-Bangladesh Leave.

Ref: Ministry of Science and Technology's letter No: 39.00.0000.005.08.014.19.42, date: 08.04.2019.

With reference to the above mentioned subject the undersigned is directed to inform that Ms. Satara Begum, Librarian, Lather Research Institute, BCSIR, Nayarhat, Savar, Dhaka has been sanctioned ex-Bangladesh leave from 09.06.2019 to 20.06.2019 or from the date of her departure from Bangladesh for 12 (twelve) days to perform holy Umrah Hajj travel to the Saudi Arabia (Mecca and Medina) and after holy Umrah Hajj travel to Egypt on the following terms & conditions:

1. The leave will be counted from the date of her availing.
2. The leave will be adjusted from her earned leave.
3. The leave will not be extended.
4. Her salary will be paid in local currency.
5. She will hand over her official responsibilities to the concern officer before her departure and will join in her office in time after availing her leave.
6. The travel expenses will be borne by Ms. Satara Begum. BCSIR or Government of Bangladesh will have no involvement in any sort of financial expenditure in this regard.
7. She will have to submit her foreign address, e-mail, departure letter, attested photocopies of visa and passport before her departure.

She is requested to handover her charge to Mr. Mohammad Moniruzzaman, Principal Librarian (in Charge), BCSIR Dhaka during the period of her leave.

Sd/-
(Md. Banuzir Ahamed)
Secretary (In Charge)
Phone-9676348

Ms. Satara Begum
Librarian
LRI, BCSIR, Nayarhat, Savar, Dhaka

Ref: 39.307.033.00.00.486.2012. Dated: .04.2019

Copy forwarded for kind information:

01. Director General, Department of Immigration and Passport, Sher-E-Bangla Nagar, Dhaka.
02. Director General, Foreign Exchange Department, Bangladesh Bank, Dhaka.
03. Incharge to Directorate General of Forces Intelligence, 32, Cantonment Bazar, Dhaka Bangladesh.
04. Additional Inspector General of Police, Special Branch, Malibagh, Dhaka Bangladesh.
05. Assistant Secretary (Consular) Ministry of Foreign Affairs, Segun Bagicha, Dhaka with a request to issue note verbal.
06. Immigration Officer, Hazrat Shah Jalal (R.) International Air Port, Dhaka.
07. P.S. to Secretary, Ministry of Science and Technology, Bangladesh Secretariat, Dhaka.
08. Officer in Charge, LRI, BCSIR, Nayarhat, Savar, Dhaka.
09. Director (Finance and Accounts), BCSIR, Dhaka.
10. Mr. Mohammad Moniruzzaman, Principal Librarian (in Charge), BCSIR Dhaka.
11. Incharge to ICT Cell, BCSIR, Dhaka.(For uploading in the BCSIR Website.)
12. P.S to Chairman, BCSIR, Dhaka (For kind Information of the chairman).
13. P.A. to Member (Admin.)/(Finance)/(Science & Technology)/ (Development), BCSIR, Dhaka. (For kind information of the Members)
14. Office Copy.

09-04-19
(Md. Banuzir Ahamed)
Secretary (In Charge)