

Government of the People's Republic of  
Bangladesh  
Ministry of Finance  
Financial Institutions Division  
Training-2 Section  
www.fid.gov.bd

**Record Number:** 53.00.0000.231.25.001.24.60

Date: 19/02/2025

Managing Director, Bangladesh House Building Finance Corporation, Head Office, Dhaka.

**Subject: Ex-Bangladesh leave.**

The undersigned is directed to convey the administrative approval of the Government of the People's Republic of Bangladesh in favour of the following official to visit abroad under the following terms and conditions:

Name of the Official	Most Zubaida Khatun, Assistant General Manager, Bangladesh House Building Finance Corporation, Head Office, Dhaka
Accompanied by	Sarowar Hossain, Husband Zahin Sarowar, son
Country to visit	India
Purpose	For treatment
Period	From 19-02-2025 to 15-03-2025 or 25 (twenty-five) days from the date of travelling (including travel time)

- (a) She will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or Bangladesh House Building Finance Corporation;
- (b) She will draw all pay and allowances in local currency;
- (c) Her travelling time will be treated as ex-Bangladesh leave;
- (d) The provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable for this approval; and
- (e) She will not be allowed to stay abroad for more than the approved period.

2. This order has been issued with the approval of the competent authority.



19-02-2025

M M Ashik Reza

Senior Assistant Secretary

02223358431 (Phone)

sas.training2@fid.gov.bd

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Date: 19/02/2025

**A Copy for has been sent consideration and necessary (if applicable) action (Not in the order of**

**seniority):**

1. Director General, Department of Immigration & Passport, Agargaon, Dhaka;
2. Executive Director, Hazrat Shah Jalal International Airport, Dhaka;
3. PS to Secretary, Secretariat Office, Financial Institutions Division;
4. Ms. Most Zubaida Khatun, Assistant General Manager, Bangladesh House Building Finance Corporation, Head Office, Dhaka;
5. Immigration Officer, Hazrat Shah Jalal International Airport, Dhaka/ Land Ports (all), Bangladesh and
6. Assistant Maintenance Engineer, ICT Cell, Financial Institutions Division (with request to publish this order on FID's website).



A handwritten signature in black ink, located to the right of the QR code.

19-02-2025

M M Ashik Reza

Senior Assistant Secretary