

# Bangladesh Standards and Testing Institution

Member ISO, OIML, APMP, BIPM & Codex Alimentarius Commission of FAO/WHO

## Ministry of Industries

Government of the People's Republic of Bangladesh

Maan Bhaban, 116/A, Tejgaon Industrial Area, Dhaka-1208, Bangladesh

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Memo No. 36.05.0000.105.31.009.12/1273-2

Date: 25-10-2023

### Office Order

The undersigned is directed to inform you that the authority of BSTI is pleased to grant leave (Earned leave) to Ms. Rubina Akhtar, Assistant Director (Metrology), BSTI, Dhaka for performing holy Umrah in Saudi Arabia from 10-11-2023 to 24-11-2023 or from the date of departure for 15 (Fifteen) days under the following terms and conditions :

#### Terms & Conditions :

- All expenses in this connection will be borne by the incumbent herself.
  - There will be no financial involvement of the Government or Institution regarding her travel.
  - She will not be allowed to draw her pay and allowances in foreign currency.
  - She will not be allowed to extend her stay (excluding transit and traveling time) abroad beyond the permitted time.
2. This order is issued in accordance with the Order No.36.00.0000.067.08.005.23.95; Dated: 22-10-2023 of the Ministry of Industries.

*Hasan*  
25/10/23

(Md. Mehedi Hasan Biswas)  
Deputy Director (Admin-1)

#### Distribution :

Ms. Rubina Akhtar  
Assistant Director (Metrology)  
BSTI, Dhaka

#### Copy to : ( for kind information and necessary action ) :

01. Senior Secretary, Ministry of Industries, Govt. of the People's Republic of Bangladesh, Shilpa Bhaban, Motijheel C/A, Dhaka. [Attn: Mr. Md. Ahsan Mahmud, Assistant Secretary (BSTI)].
02. Secretary, Ministry of Foreign Affairs, Govt. of the People's Republic of Bangladesh, Segun Bagicha, Dhaka.
03. Director General, Department of Immigration and Passport Division, Dhaka.
04. Immigration Officer, Hazrat Shah Jalal International Airport, Dhaka.
05. Embassy of Saudi Arabia, Dhaka.
06. Director (Metrology), BSTI, Dhaka.
07. Deputy Director (Admin-1), BSTI, Dhaka.
08. Programmer, ICT Cell, BSTI, Dhaka (Please incorporate in the website).
09. PA to Director General (Grade-1), BSTI, Dhaka.