Government of the People’s Republic of Bangladesh

Principal’s office

Kushtia Govt.Mohila College, Kushtia

Web: [www.kmc.edu.bd](http://www.kushtiaggc.)

Memorandum-kggck/2019/ Date:

Sender:

Professor Md. Shafiqur Rahman Khan

Principal

Kushtia Govt.Mohila College, Kushtia

Recipient:

The

Director General

Directorate of Secondary and Higher Education

Bangladesh, Dhaka.

Subject: Ex Bangladesh half average pay earned leave and vacation Leave prayer of Md. Saidul Islam, (ID-018012) Assistant Professor of Physics, Kushtia Govt. Mohila College, Kushtia.

In the light of the above information, the attached documents of Ex-Bangladesh vacation Leave prayer of Md. Saidul Islam, (ID-018012) Assistant Professor of Physics, Kushtia Govt. Mohila College, Kushtia have been sent to your office for your kind consideration and necessary actions.

It is requested to take necessary action in this regard.

|  |  |  |  |
| --- | --- | --- | --- |
| SerialNo | Name and designation | Leave period and Type | Attached Papers |
| 01 | Md. Saidul slam  Assistant Professor  (ID-018012) | 15/05/2019 to 20/05/2019; 06(six days) half average pay earned leave and 21/05/2019 to 20/06/2019;  31(Thirty one) days of vacation leave | Applications  And Update PDS |

(Professor Md. Shafiqur Rahman Khan)

Principal

ID-6698

Kushtia Govt.Mohila College, Kushtia

Phone:- 071-62463

Mobile:-01711150098

Government of the People’s Republic of Bangladesh

Principal’s office

KushtiaGovt.Mohila College, Kushtia

Web: [www.kmc.edu.bd](http://www.kushtiaggc.)

Memorandum-kggck/2019/ Date:

Sender:

Professor Md. Shafiqur Rahman Khan

Principal

KushtiaGovt.Mohila College, Kushtia

Recipient:

The

Director General

Directorate of Secondary and Higher Education

Bangladesh, Dhaka.

Subject: Ex Bangladesh vacation Leave prayer of Md. Saidul Islam, (ID-018012) Assistant Professor, Kushtia Govt. Mohila College, Kushtia

In the light of the above information, the attached documents of Ex-Bangladesh Leave prayer of Md. Saidul Islam, (ID-018012) Assistant Professor, Kushtia Govt. Mohila College, Kushtia have been sent to your office for your kind consideration and necessary actions.

(Professor Md. Shafiqur Rahman Khan)

Principal

ID-6698

KushtiaGovt.Mohila College, Kushtia

Phone:-01711150098

Date:

The

Director General

Directorate of Secondary and Higher Education

Bangladesh, Dhaka.

**Subject: Prayer for Ex-Bangladesh vacation Leave permission.**

Dear Sir

For your kind information I would like to let you know that I want to visit KSA (Kingdom of Saudi arabia) for the purpose of visiting holy and historical places for 37 (Thirty seven) days at the time of 15/05/2019 to 20/05/2019; 06(six days) half average pay earned leave and 21/05/2019 to 20/06/2019; 31(Thirty one) days of vacation leave vacation from 21/05/2019 to 20/06/2019 AD on the occasion of Holy Ramada, Eid-ul-fitr and summer Vacation.

I, therefore, humbly request you to consider my prayer for Ex-Bangladesh Leave permission and take necessary measures for the same.

With regards

Yours faithfully

(Md. Saidul Islam)

Assistant Professor

ID-018012

Kushtia Govt.Mohila College, Kushtia

Phone:-01711474904

To whom it may concern

It is to declare that the undersigned will be in charge of the office of the Department of Physics, Khushtia Govt. Mohila College, from 15/05/2019 to 20/06/2019 AD (37 days) while Assistant Professor Md. Saidul Islam, ofKushtia Govt. Mohila College goes on Ex-Bangladesh vacation leave for thirty seven days on his tour to KSA for visiting holy and historical places.

|  |  |
| --- | --- |
| Counter-signature  (Professor Md. Shafiqur Rahman Khan)  Principal  ID-6698  Kushtia Govt.Mohila College, Kushtia  Phone:-01711150098 | Signature  Assistant Professor Md. Atiar Rahman  Head of the Department of Mathmetics  Kushtia Govt.Mohila College, Kushtia  Phone-01722505990 |

People’s Republic of Bangladesh

Directorate of Secondary and Higher Education

Dhaka, Bangladesh

Summary for the Honourable Education Minister/ Respectable Secretary, Ministry of Education

Subject: Request for Ex Bangladesh Leave.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Name of the Applicant, ID, Designation, Subject | : | Md. Saidul Islam  (ID-018012) Assistant Professor (Physics) |
| 2 | Office Name, Designation, scale | : | KushtiaGovt.Mohila College, Kushtia  Assistant Professor (Physics); 35500/- --- 67010/- |
| 3 | Date of Joining (in Govt. Service) | : | 17/11/2008 |
| 4 | Date of Joining (in Cadre Service) | : | 17/11/2008 |
| 5 | Date of Birth | : | 11/07/1978 |
| 6 | Passport No | : | OC 7099931 |
| 7 | Country/ Countries to Travel | : | KSA |
| 8 | Purpose of Travel | : | Visiting of holy and historical places. |
| 9 | Expected duration of staying abroad | : | 15/05/2019 to 20/06/2019 AD (37 days) |
| 10 | Officer-in- charge during the leave | : | Md. Atiar Rahman  Assistant Professor of mathmatics  KushtiaGovt.Mohila College, Kushtia  Phone-01722505990 |
| 11 | Last travel in the proposed country (Date and time) | : |  |
| 12 | Description of foreign tour (if any) during last 5 years | : | INDIA, Visiting of holy and historical places. |
| 13 | Did you make any overstay more than the  approved time in last 5 years? | : | NOT APPLICABLE |
| 14 | Who will bear the cost of traveling? | : | SELF |
| 15 | Occupation of Spouse/relative, (if any) stay in that country | : | NOT APPLICABLE |
| 16 | Enclose Leave statement | : | YES |
| 17 | Which type of leave will be allotted for this? | : | VACATION |
| 18 | Do you have permission from the authority? | : | YES |
| 19 | Source of Income | : | SELF |
| 20 | Mention other relevant comment (if any) | : | NOT APPLICABLE |
| 21 | The authorized person to approve | : | HONORABLE MINISTER OF  EDUCATION/  SECRETARY/ DIRECTORATE GENERAL |

|  |  |
| --- | --- |
| Signature and Date of  Head of the Institution | Name of the Applicant |

People’s Republic of Bangladesh

Directorate of Secondary and Higher Education

Dhaka, Bangladesh

Name of the Institution :KushtiaGovt.Mohila College, Kushtia

Subject: Request for Ex Bangladesh Leave.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Name of the Applicant, ID, Designation, Subject | : | Md. Saidul Islam  (ID-018012) Assistant Professor (Physics) |
| 2 | Office Name, Designation, scale | : | KushtiaGovt.Mohila College, Kushtia  Assistant Professor (Physics); 35500/- --- 67010/- |
| 3 | Date of Joining (in Govt. Service) | : | 17/11/2008 |
| 4 | Date of Joining (in Cadre Service) | : | 17/11/2008 |
| 5 | Date of Birth | : | 11/07/1978 |
| 6 | Passport No | : | OC 7099931 |
| 7 | Country/ Countries to Travel | : | KSA |
| 8 | Purpose of Travel | : | Visiting of holy and historical places. |
| 9 | Expected duration of staying abroad | : | 15/05/2019 to 20/06/2019 AD (37 days) |
| 10 | Officer-in- charge during the leave | : | Md. Atiar Rahman  Assistant Professor of mathmatics  KushtiaGovt.Mohila College, Kushtia  Phone-01722505990 |
| 11 | Last travel in the proposed country (Date and time) | : |  |
| 12 | Description of foreign tour (if any) during last 5 years | : | INDIA, Visiting of holy and historical places. |
| 13 | Did you make any overstay more than the  approved time in last 5 years? | : | NOT APPLICABLE |
| 14 | Who will bear the cost of traveling? | : | SELF |
| 15 | Occupation of Spouse/relative, (if any) stay in that country | : | NOT APPLICABLE |
| 16 | Enclose Leave statement | : | YES |
| 17 | Which type of leave will be allotted for this? | : | VACATION |
| 18 | Do you have permission from the authority? | : | YES |
| 19 | Source of Income | : | SELF |
| 20 | Mention other relevant comment (if any) | : | NOT APPLICABLE |
| 21 | The authorized person to approve | : | HONORABLE MINISTER OF EDUCATION/  SECRETARY/ DIRECTORATE GENERAL |

|  |  |  |
| --- | --- | --- |
| Directorate General | Education Secretary | Honourable Minister of Education |

The Statement of Ex Bangladesh Leave

(Last 5 years)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. | Name of the Applicant/ Designation/Age/Office Name/Ministry | The Country traveled and the period of stay | | | Purpose of Travel (Personal/Official/Traning/Posting, etc.) | Cost of traveling and its source | Mention the period of any overstay and if that leave is granted |
| Country | From | To |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 | Md. Saidul Islam (ID-018012)  Assistant Professor  AGE: 40  Dept: Physics  KushtiaGovt.Mohila College, Kushtia,  Ministry of Education | India | 20/10/2015  And  01/04/2018 | 27/10/2015  15/04/2018 | personal | Self | N A |

Name and signature of the applicant

MYcÖRvZš¿xevsjv‡`k miKvi

Aa¨‡ÿiKvhv©jq

KzwóqvmiKvwigwnjvK‡jR,Kzwóqv|

¯§viKbs-KzmgK/2019/ ZvwiLt---------------- wLª.

‡cÖiK t

Aa¨ÿ

Kywóqv miKvwi gwnjv K‡jR, Kzwóqv|

cÖvcK t

gnvcwiPvjK

gva¨wgK I D”P wkÿv

evsjv‡`k,XvKv|

welq t Kywóqv miKvwi gwnjv K‡j‡R Kg©iZ c`v\_©weÁvb wefv‡Mi mnKvwi Aa¨vcK †gvt mvB`yj Bmjvg Gi ewntevsjv‡`k QzwUi Av‡e`b †cÖiY cÖm‡½|

AÎ K‡j‡Ri mnKvwi Aa¨vcK †gvt mvB`yj Bmjvg Gi (AvBwW: 018012) QzwUi Av‡e`b I cÖ‡qvRbxq KvMRcÎmn GZ`m‡½ †cÖiY Kiv n‡jv|

cÖ‡dmi ‡gvt mwdKzi ingvb Lvb

AvBwW bs-6698

Aa¨ÿ

Kzwóqv miKvwi gwnjv K‡jR, Kzwóqv|

‡dvb bs-071-62463

ZvwiLt ----------------wLª.

eivei

mwPe

gva¨wgK I D”PwkÿvwefvM,

wkÿvgš¿Yvjq,

evsjv‡`k mwPevjq,XvKv|

gva¨gt gnvcwiPvjK, gva¨wgK I D”P wkÿv Awa`ßi,evsjv‡`k,XvKv|

welqt †mŠw`Avi‡ei ag©xq¯’vb mg~n åg‡bi Rb¨ Aa© Mo †eZ‡b AwR©Z QzwU Ges AeKvkKvjxb QzwUi Av‡e`b|

Rbve

mwebq wb‡e`b GB †h,Avwg wb¤œ-¯^vÿiKvix Kzwóqv miKvwi gwnjv K‡jR,Kzwóqvq mnKvwi Aa¨vcK (c`v\_©we`¨v) c‡` MZ 28/11/2016 ZvwiL n‡Z A`¨ewa Kg©iZ AvwQ| Kg©‡cÖiYvi †ÿÎe„w× I ågbwccvmy `„wófw½ †nZz Avwg †mŠw`Avi‡ei wewfbœ ag©xq I Zx\_©¯’vb mg~någb Ki‡Z B”QzK| G †cÖwÿ‡Z Avgvi AvMvgx 15/05/2019wLª. ZvwiL †\_‡K 20/05/2019wLª. ‡gvU 06(Qq) w`‡bi Aa© Mo †eZ‡b AwR©Z QzwU Ges 21/05/2019 wLª. ‡\_‡K 20/06/2019 wLª. ch©šÍ 31(GKwÎk) w`b AeKvkKvjxb QzwU mn †gvU 37(mvBwÎk) w`‡bi ewntevsjv‡`k QzwU cÖ‡qvRb|

AZGe, g‡nv`q mgx‡c Av‡e`b Avgv‡K D³ ‡gvU 37(mvBwÎk) w`‡bi QzwUgÄyic~e©K †mŠw`Avi‡ei ag©xq¯’vb mg~n åg‡bi AbygwZ `v‡b Avcbvi m`q gwR© nq|

webxZ

Avcbvi wek¦¯Í

‡gvt mvB`yj Bmjvg

mnKvwi Aa¨vcK, c`v\_©weÁvb wefvM

AvBwW bs-018012

Kzwóqv miKvwi gwnjv K‡jR, Kzwóqv|

wkÿvgš¿Yvjq

wkÿvwefvM

gvbbxqgš¿x / mwPeg‡nv`‡qi Rb¨ mvi ms‡ÿc

welqt e¨vw³MZ we‡`kåg‡biAbygwZ cÖm‡½|

|  |  |  |  |
| --- | --- | --- | --- |
| 1| | Av‡e`bKvixi bvg | t | †gvt mvB`yj Bmjvg |
| 2| | Rb¥ ZvwiL | t | 11/07/1978 |
| 3 | c`ex I †eZb‡¯‹j | t | mnKvwi Aa¨vcK, c`v\_©weÁvb,35500/- --- 67010/- |
| 4 | miKvwi PvKzwi‡Z †hvM`v‡bi ZvwiL | t | 17/11/2008 |
| 5 | K¨vWv‡i †hvM`v‡bi ZvwiL | t | 17/11/2008 |
| 6 | cvm‡cvU© bs | t | OC 7099931 |
| 7 | ‡h mKj †`‡k ågbKi‡ZB”QzK | t | †mŠw`Avi‡ei |
| 8 | åg‡biD‡Ïk¨ | t | Zx\_©¯’vb `k©b |
| 9 | cÖ¯ÍvweZZvwiL I mgqKvj | t | 15/05/2019wLª. ZvwiL †\_‡K 20/06/2019wLª ZvwiL ch©šÍ A\_ev `vwqZ¡ n¯ÍvšÍi/wegyw³i ZvwiLn‡Z 37 w`b| |
| 10 | QzwUKvjxb mg‡q `vwqZ¡ cvjbKvix Kg©KZ©vi bvg I c`ex | t | ‡gv. AvwZqvi ingvb  mnKvwi Aa¨vcK, MwYZ wefvM  Kzwóqv miKvwi gwnjv K‡jR,Kzwóqv| |
| 11 | cÖ¯ÍvweZ †`‡k me©‡kl åg‡biZvwiL I mgqKvj | t |  |
| 12 | weMZ 05 (cuvPeQ‡ii) we‡`kåg‡biweeiY | t | fviZ, Zx\_©¯’vb `k©b |
| 13 | e¨qfvi †K enbKi‡eb | t | wbR |
| 14 | ¯^vgx/¯¿x/AvZ¥xq-¯^Rbwe‡`k \_vK‡j Zviv wK K‡ib | t | cÖ‡hvR¨ bq |
| 15 | QzwU cvIbv Av‡Q wKbv (Zvnv wK ai‡bi) | t | n¨vu,AwR©Z QzwU |
| 16 | åg‡bi mgqKvj wKfv‡e MY¨ Kiv n‡e | t | AwR©ZQzwU/webv †eZ‡b AmvaviY QzwU/AeKvkQzwU/Aa©Mo †eZ‡b QzwU/Mo †eZ‡b AwR©Z QzwU |
| 17 | åg‡bi e¨vcv‡i wbqš¿YKvix KZ©…c‡ÿi mycvwik Av‡Q wKbv| | t | nu¨v |
| 18 | Av‡qi Drm | t | ‡eZb fvZvw` |
| 19 | Ab¨ †Kvb cÖvmswMK gšÍe¨(hw` \_v‡K) | t |  |
| 20 | cÖ¯ÍvweZ ågb †K Aby‡gv`b Ki‡eb | t | gvbbxqgš¿x/mwPe/gnvcwiPvjK |

cÖwZôvb cÖav‡bi ¯^vÿi I ZvwiL Av‡e`bKvixi ¯^vÿi

(mxjmn)

gva¨wgK I D”P wkÿvAwa`ßi

evsjv‡`k, XvKv

cÖwZôv‡bi bvgt Kzwóqv miKvwi gwnjv K‡jR, Kzwóqv|

welqt e¨vw³MZ we‡`k åg‡bi AbygwZ cÖm‡½|

|  |  |  |  |
| --- | --- | --- | --- |
| 1| | Av‡e`bKvixi bvg | t | †gvt mvB`yj Bmjvg |
| 2| | Rb¥ ZvwiL | t | 11/07/1978 |
| 3 | c`ex I †eZb‡¯‹j | t | mnKvwi Aa¨vcK, c`v\_©weÁvb, 35500/- ---67010/- |
| 4 | miKvwi PvKzwi‡Z †hvM`v‡bi ZvwiL | t | 17/11/2008 |
| 5 | K¨vWv‡i †hvM`v‡bi ZvwiL | t | 17/11/2008 |
| 6 | cvm‡cvU© bs | t | OC 7099931 |
| 7 | ‡h mKj †`‡k ågb Ki‡Z B”QzK | t | †mŠw`Avie |
| 8 | åg‡bi D‡Ïk¨ | t | Zx\_©¯’vb `k©b |
| 9 | cÖ¯ÍvweZ ZvwiL I mgqKvj | t | 15/05/2019wLª. ZvwiL †\_‡K 20/06/2019wLª ZvwiL ch©šÍ A\_ev `vwqZ¡ n¯ÍvšÍi/wegyw³i ZvwiLn‡Z 37 w`b| |
| 10 | QzwUKvjxb mg‡q `vwqZ¡ cvjbKvix Kg©KZ©vi bvg I c`ex | t | ‡gv. AvwZqvi ingvb  mnKvwi Aa¨vcK, MwYZ wefvM  Kzwóqv miKvwi gwnjv K‡jR,Kzwóqv| |
| 11 | cÖ¯ÍvweZ †`‡k me©‡kl åg‡bi ZvwiL I mgqKvj | t |  |
| 12 | weMZ 05 (cuvPeQ‡ii) we‡`k åg‡bi weeiY | t | fiZ, Zx\_©¯’vb `k©b |
| 13 | e¨qfvi †K enb Ki‡eb | t | wbR |
| 14 | ¯^vgx/¯¿x/AvZ¥xq-¯^Rbwe‡`k \_vK‡j Zviv wK K‡ib | t | cÖ‡hvR¨ bq |
| 15 | QzwU cvIbv Av‡Q wKbv(Zvnv wKai‡bi) | t | n¨vu,AwR©Z QzwU |
| 16 | åg‡bi mgqKvj wKfv‡e MY¨ Kiv n‡e | t | AwR©ZQzwU/webv †eZ‡b AmvaviYQzwU/AeKvkQzwU/Aa©Mo †eZ‡bQzwU/Mo †eZ‡b AwR©Z QzwU |
| 17 | åg‡bi e¨vcv‡i wbqš¿YKvix KZ©…c‡ÿi mycvwik Av‡Q wKbv| | t | nu¨v |
| 18 | Av‡qi Drm | t | ‡eZbfvZvw` |
| 19 | Ab¨ †Kvb cÖvmswMK gšÍe¨(hw` \_v‡K) | t |  |
| 20 | cÖ¯ÍvweZ ågb †K Aby‡gv`b Ki‡eb | t | gvbbxq gš¿x/mwPe/gnvcwiPvjK |

gnvcwiPvjK

gva¨wgK I D”P wkÿv Awa`ßi wkÿvgš¿x wkÿvmwPe

evsjv‡`k, XvKv

MYcÖRvZš¿x evsjv‡`k miKvi

Aa¨‡ÿi Kvhv©jq

Kzwóqv miKvwi gwnjv K‡jR,Kzwóqv|

cÖZ¨qbcÎ

GB g‡g© cÖZ¨qb Kiv hv‡”Q †h, Rbve †gvt mvB`yj Bmjvg, mnKvwi Aa¨vcK (c`v\_©we`¨v) Kzwóqv miKvwi gwnjv K‡j‡R Kg©iZ Av‡Qb| Zuvi PvwnZ 15/05/2019wLª. ZvwiL †\_‡K 20/06/2019wLª ZvwiL ch©šÍ QywU‡Z (ag©xq¯’vb) ‡mŠw`Avie MgbKvjxb mg‡q Zuvi Ici Awc©Z K‡j‡Ri hveZxq `vwqZ¡ cvjb Ki‡Z Avwg m¤§Z AvwQ|

|  |  |
| --- | --- |
| cÖwZ¯^vÿi  (cÖ‡dmi †gvt mwdKzi ingvb Lvb)  AvBwW bs- 6698  Aa¨ÿ  Kzwóqv miKvwi gwnjv K‡jR,Kzwóqv| | (Rbve †gv. AvwZqvi ingvb)  mnKvwi Aa¨vcK,MwYZ wefvM  Kzwóqv miKvwi gwnjv K‡jR, Kzwóqv| |
|  |  |

ivóªcwZi mwPevj‡qi ¯§viKbs-Awe/c-1/wewea-1/87-23(500)

ZvwiLt 4 gvN, 1995 e½vã/17 Rvbyqvix, 1989 wLª÷vã

mswkøóKg©KZ©v/Kg©PvixiweMZ 5 erm‡iiwe‡`kåg‡bi / Ae¯’v‡bie„ËvšÍ

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| µwgKbs | Kg©KZ©v/Kg©Pvixibvg,c`ex I ‡eZbµg,eqm,ms¯’v/`ßi/wefvM/  gš¿Yvjq | ågbK…Z †`‡kibvg I Ae¯’vbKvj | | | ågb/Ae¯’v‡biD‡Ïk¨(miKvwi,  e¨w³MZKvR,  cÖwkÿY,c`vqb,‡cªlY  BZ¨vw`) | ågb  e¨v‡qi  Drm I  cwigvb | we‡`kMg‡biAby‡gvw`ZQzwUi AwZwi³ mgq we‡`‡k Ae¯’vbK‡i‡QbwKbv? Ki‡j KZ w`bGesZvAby‡gv`b †bqvn‡q‡QwKbvD‡jøLKiæb |
| ‡`‡kibvg | ‡\_‡K | ch©šÍ |
| 1 | 02 | 03 | 04 | 05 | 06 | 07 | 08 |
|  | †gvtmvB`yjBmjvg  AvBwW bsÑ018012  mnKvwiAa¨vcK, c`v\_©weÁvbwefvM  KzwóqvmiKvwigwnjvK‡jR,Kzwóqv|  ‡eZbµgt 35000-67010/-  eqmt 40 ermi | fviZ | 20/10/2015  Ges  01/04/2018 | 27/10/2015  15/04/2018 | e¨w³MZ KvR | wbR | cÖ‡hvR¨ bq |

cÖwZôvbcÖavb KZ…©K cÖwZ¯^vÿwiZ

cÖ‡dmi ‡gvt mwdKzi ingvb Lvb ‡gvt mvB`yj Bmjvg

AvBwW bs-6698 AvBwW bs018012

Aa¨ÿ mnKvwi Aa¨vcK (c`v\_©weÁvb)

Kzwóqv miKvwi gwnjv K‡jR, Kzwóqv| Kzwóqv miKvwi gwnjv K‡jR, Kzwóqv|

‡dvb bs-071-62463 ‡dvb bs-01711-474904

|  |  |
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|  |  |