

Government of the People's Republic of Bangladesh
Land Administration Training Centre (LATC)
Ministry of Land
3/A, Nilkhet, Kataban Dhal, Dhaka-1205
www.latc.gov.bd

No. 31.04.0000.000.19.014.2017-1000

Dated: 19/10/2017

Office Order

Mr. Md. Altaf Mahmud, Stenotypist cum Computer Operator of Land Administration Training Centre, 3/A, Nilkhet, Kataban Dhal, Dhaka has been sanctioned earned leave (ex-Bangladesh) October 22, 2017 to November 02, 2017 for 12 (Twelve) days or starting from the date of commencement of leave. This leave is sanctioned for the purpose of Tour/Ajmir Sharif Jiarat in India, under the following terms and conditions:

01. Terms & Conditions:

- a. He will draw his pay and allowances in local currency. No part of it should be drawn in foreign currency.
- b. All related expenses of the said travel will be borne by Mr Md. Altaf Mahmud.
- c. Mr. Md. Altaf Mahmud's wife Most. Shamima Sultana will accompany him during the travel in India.
- d. The provision of Rule 34 of Appendix-VIII of BSR (Part-1) is applicable for this approval.



(Mohammad Shahed Sabur)
ID No-4762
Director (Joint Secretary)
Land Administration Training Centre
Phone: 88-02-9662355
E-mail.dirlatc@gmail.com

No. 31.04.0000.000.19.014.2017-1000/1(14)

Dated: 19/10/2017

Copy for kind information and necessary action (no according to seniority):

01. H.E. High Commissioner, High Commission of India in Bangladesh/ H.E.High Commissioner, High Commission of Bangladesh in India.
02. Director General, Immigration & Passport, Dhaka.
03. Controllar, Foreign Exchange Department, Bangladesh Bank, Dhaka.
04. Deputy Director (Admn), Land Administration Training Centre, Dhaka.
05. Director (consular), Ministry of foreign Affairs, Dhaka.
06. Immigration Officer, Benapole, Jessore/Haridaspur, west Bengal/ Hazrat Shahjalal International Airport, Dhaka.
07. Chief Accounts Officer, Ministry of Land. 71 Purana palton, Dhaka.
08. Accountant, Land Administration Training Centre, Dhaka.
- ✓ 09. Computer Operator, Land Administration Training Centre, (with a request to upload the Office Order in the web site of the Land Administration Training Centre, Dhaka.
10. Mr. Md. Altaf Mahmud, Stenotypist cum Computer Operator, Land Administration Training Centre, Dhaka.
11. Office Copy.


(Mohammad Shahed Sabur)
Director (Joint Secretary)
Land Administration Training Centre