



BIWTC
Bangladesh Inland Water Transport Corporation
Ministry of Shipping
24 Kazi Nazrul Islam Avenue, Shahbag, Dhaka-1000.
Website: www.biwtc.gov.bd

Office Order No.PD-13/2024

Mst. Shahana Parvin, Manager (Admin), Code No. 10847, Bangladesh Inland Water Transport Corporation (BIWTC), Dhaka has been sanctioned to visit Saudi Arabia to perform Umrah Hajj vide letter No.18.00.0000.020.08.008.23-166, Dated: 21.12.2023 of Ministry of Shipping. The leave would be started from 22.12.2023 to 05.01.2024 or 15(Fifteen) days from the actual date of journey. This leave is sanctioned under the following terms and conditions:

Terms and Conditions:

- a. She will draw his pay and allowances in local currency. No part of it will be allowed to receive in foreign currency.
- b. All expenses of the visit will be borne by herself.
- c. She will not be allowed to stay abroad beyond the period permitted.
- d. As per rule 34 of BSR (part-1) Appendix-VIII the leave will commence within 35 days.

This order is issued with the approval of the competent authority.

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(Md. Fazle Rabby)
Chief Personnel Manager
BIWTC
Phone: 9634589
E-mail: cpmbiwtc@yahoo.com
Dated: 15.01.2024

Ref No. 18.12.000.03.04.891.2011- 82

Copy forwarded for kind information & necessary action (not in order of seniority):

1. Senior Secretary, Ministry of Shipping, Bangladesh Secretariat, Dhaka.
2. High Commissioner of The Royal Embassy of Saudi Arabia, Dhaka.
3. Director, Hazrat Shahjalal (R:) International Airport, Dhaka.
4. Controller, Foreign Currency Controlling Department, Bangladesh Bank, Dhaka.
5. Director (Admin), BIWTC, Dhaka.
6. GM (Accounts), BIWTC, Dhaka.
7. DGM (Commerce), BIWTC, Chitagong.
- ✓ 8. System Analyst, BIWTC, Dhaka. (With request to publishing in website)
9. AGM (Accounts), BIWTC, Chittagong.
10. Mst. Shahana Parvin, Manager (Admin), Code No. 10847, Bangladesh Inland Water Transport Corporation (BIWTC), Chittagong.
11. Personal Secretary to the Chairman, BIWTC, Dhaka for Chairman's kind information.
12. Customs Authority, Hazrat Shahjalal (R:) International Airport, Dhaka.
13. Immigration Officer, Hazrat Shahjalal (R:) International Airport, Dhaka.
14. Personal file.
15. Office Copy.


Chief Personnel Manager
BIWTC