



**Bangladesh Election Commission**  
**Election Commission Secretariat**  
[www.ecs.gov.bd](http://www.ecs.gov.bd)

No.17.00.0000.015.55.007.24-201

Date: 13/03/2025

**Notification**

Ms. Momotaz Begum, Assistant Director, Electoral Training Institute, Dhaka has been granted earned leave for the purpose of performing the Holy Umrah in Saudi Arabia for 15 (Fifteen) days starting from 07.04.2025 or from the date of leaving Bangladesh. The leave is granted under the following terms and conditions:

- (a) She will draw her pay and allowance in local currency only;
  - (b) All expenses relating to visit will be borne by herself;
  - (c) The provision of Rule 34 of Appendix viii of BSR (Part-1) is applicable for this approval.
02. Ms. Momotaz's husband Mr. Md. Tofazzal Hossain will accompany her during the travel.
03. It is her personal travel.

By order of President,

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(Muhammad Shahedur Rahman)  
Assistant Secretary  
(Personnel Management-1)  
Phone: 55007537/01550042032  
Email- sas\_pm1@ecs.gov.bd

No.17.00.0000.015.55.007.24-201


Date: 13/03/2025

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

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka
2. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
3. Senior Secretary, Public Security Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
4. Senior Secretary, Ministry of Foreign Affairs, Segunbhagicha, Dhaka.
5. Secretary, Public Division, Office of the Hon'ble President, Dhaka.
6. Secretary, Ministry of Civil Aviation and Tourism, Bangladesh Secretariat, Dhaka
7. Additional Secretary, Election Commission Secretariat, Dhaka.

Continue

8. Director General, National Identity Registration Wing, Election Commission Secretariat, Agargaon, Dhaka
9. Director General, Department of Immigration and Passports, Dhaka.
10. Joint Secretary (All), Election Commission Secretariat, Agargaon, Dhaka.
11. Director General, Electoral Training Institute, Agargaon, Dhaka.
12. System Manager, Election Commission Secretariat, Dhaka (With request for publication of the order in Election Commission Secretariat website)
13. Regional Election Officer .....(Concerned).
14. Deputy Secretary (All), Election Commission Secretariat, Agargaon, Dhaka.
15. Senior/District Election Officer .....(Concerned).
16. Director (Airport), Civil Aviation Authority, Hazrat Shahjalal International Airport, Kurmitola, Dhaka.  
District Accounts Officer.....(Concerned).
17. Chief Security Officer, Civil Aviation Authority, Hazrat Shahjalal International Airport, Kurmitola, Dhaka.
18. Chief Accounts Officer, C&AG, PSC & EC, Secretariat Bhaban (3rd Phase) Segun Bagicha, Dhaka.
19. PS to the Hon'ble Chief Election Commissioner, Election Commission Secretariat, Dhaka (for the kind information of the Hon'ble Chief Election Commissioner).
20. PS to the Hon'ble Election Commissioners, Election Commission Secretariat, Dhaka (for the kind information of Hon'ble Election Commissioners)
21. PS to the Senior Secretary, Election Commission Secretariat, Dhaka (For kind information to the Senior Secretary, Election Commission Secretariat, Dhaka).
22. Officer-in-charge, Immigration, Hazrat Shahjalal International Airport, Kurmitola.
23. Ms. Momotaz Begum, Assistant Director, Electoral Training Institute, Dhaka.

  
13-03-2025

(Muhammad Shahedur Rahman)  
Assistant Secretary  
(Personnel Management-1)