

Government of the People's Republic of Bangladesh
Department of Disaster Management
Disaster Management Bhaban
92-93 Mohakhali C/A, Dhaka-1212
www.ddm.gov.bd


Memo.51.01.0000.004.18.335.12-120

Date: 11 .02.2019

Government Order

The Government of Bangladesh has been pleased to allow **Mrs Munny Ara Joly, Office Assistant-cum-Computer Typist (Passport No: OC9183254)**, Department of Disaster Management to travel Thailand starting from **26.02.2019 to 12.03.2019 total 15 (fifteen) days** or from the date of commencement of journey. This permission is granted for the purpose to visit relative/tourist places along with her husband and son in Thailand. This leave is granted accordance to Leave Rules Act-1959.

- a) This order should be noted Employment register.
 - b) All the expenses for the journey will be maintained by her husband there is no financial involment by the government.
 - c) She will not avail any additional time in abroad.
 - d) She will draw her pay and allowances in local currency.
2. She will have to leave the country informing her controlling authority.



(Dr. Md. Habib Ullah Bahar)
Deputy Secretary
Deputy Director (Admin-2)
Phone: 02-9886017

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Copy forwarded for kind information and necessary action(Not according to seniority):

1. Senior Secretary, Ministry of Disaster Management and Relief, Bangladesh Secretariat, Dhaka.
2. Secretary, Ministry of Foreign Affairs, shegunbagicha, Dhaka.
3. Visa Officer, Thailand Visa Application Center, Gulshan, Dhaka, Bangladesh. It is repusted to provide visa to the mentioned person in this Office Order.
3. Director General, Passport and Immigration, Agargaon, Dhaka.
4. Deputy Director (Budget/Accounting), Department of Disaster Management, Dhaka.
5. Chief Accounts Officer, Ministry of Disaster Management and Relief, Khaddo Bhaban, 16 Abdul Goni Road, Dhaka.
6. Immigration Department, Hazrat Shahjala International Airport, Dhaka.
7. Mr. Probir Kumar Das, programmer, Department of Disaster Management, Dhaka.(Requested to Upload this copy ddm's website)
8. General Manager, Bangladesh Bank/Sonali Bank/Janata Bank, Foreign currency Exchange Branch, Dhaka.
9. Personal Assistant to Director General, Department of Disaster Management, Dhaka.
10. Personal Assistant to Director (Administration), Department of Disaster Management, Dhaka
11. Mrs Munny Ara Joly, Office Assistant-cum-Computer Typist, Department of Disaster Management, Dhaka


(Dr. Md. Habib Ullah Bahar)
Deputy Secretary
Deputy Director (Admin-2)