

Government of the People's Republic of Bangladesh  
Department Of Disaster Management  
Disaster Management Bhaban  
92-93, Mohakhali, Dhaka 1212.  
[www.ddm.gov.bd](http://www.ddm.gov.bd)

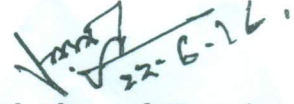
Memo No: 51.01.0000.004.18.335.12- 937

Dated: 22.06.2016

**Government Order**

Department Of Disaster Management service holder, **Mrs Munny Ara Joly, Office Assistant cum Computer Typist, (Passport No: OC9183254)** has taken leave from 11/07/2016 to 21/07/2016 in order to visit relative/tourist places in Thailand along with her husband and son. She has been granted the leave for 11 (eleven) days in accordance to Leave Rules Act-1959.

- (a) This order should be noted Employment register.
  - (b) All the expenses for the journey will be borne by her husband and not the government.
  - (c) She will receive the salary in Bangladesh Taka after joining office following the leave.
  - (d) She will not be allowed to stay more than the granted leave in Thailand. In no case this leave can be increased
  - (e) She will leave office only after informing Director (budget)
2. This order is approved by the Director General.

  
22-6-16

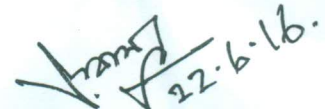
(Md. Ekramul Haque)  
Deputy Director (Admin-1)  
Department of Disaster Management.  
Phone: +88029267360

Memo No: 51.01.0000.004.18.335.12- 937

Dated: 22.06.2016

Copy forwarded for king information and necessary action:

1. **Visa** Officer, Thailand Visa Application Centre, Gulshan, Dhaka, Bangladesh. It is requested to provide visa to the mentioned person in this Office Order.
2. Director General, Passport and Immigration, Agargaon, Dhaka.
3. Deputy Director (budget/accounting)/(Admin-1,2), Department Of Disaster Management, Dhaka.
4. Chief Accounts Officer, Ministry of Disaster Management and Relief, Khaddo Bhaban, 16, Abdul Gani Rd, Dhaka.
5. Immigration Department, Hazrat Shahjalal International Airport, Dhaka.
6. Mr. Probir kumar Das, programmer, Department Of Disaster Managemen.
7. General Manager, Bangladesh Bank/Sonali Bank/Janata Bank, Foreign currency Exchange Branch, Dhaka.
8. Personal Secretary to Director General, Department Of Disaster Management, Dhaka.
9. Personal Secretary to Director (Administration), Department Of Disaster Management, Dhaka.
10. **Mrs Munny Ara Joly, Office Assistant cum Computer Typist, Department Of Disaster Management, Dhaka.**

  
22.6.16.

(Md. Ekramul Haque)  
Deputy Director (Admin-1)  
Department of Disaster Management.  
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