

GOVERNMENT VIKU MEMORIAL COLLEGE

DARAGRAM, SATURIA, MANIKGONJ

ESTABLISH- 1966

GOVT COLLEGE CODE-0016

COLLEGE CODE BOARD-41505810

COLLEGE CODE NATIONAL UNIVERSITY-5810



DOCKET NO...

DATE:

To Whom It May Concern

This is to certify that Dipa Rani Poit (9200), Vice Principal (Professor-Political Science), OSD at the Directorate of secondary and Higher Education (DSHE), Dhaka; Insitu. Government Viku Memorial College, Satoria, Manikganj, bearing Passport No: A09913736, has been working at this institution as the Vice Principal since 19th October 2016.

She would like to visit India from 15th October 2026 to 13th November 2026 for the purpose of her younger son's treatment.

I will gladly provide any assistance or further queries if necessary. I wish her a successful visit and safe return to Bangladesh.

Regards

Md. Akheruzzaman Khan
27.09.2026

Professor Md. Akheruzzaman Khan-1053

Principal

Govt. Viku Memorial College,

Daragram, Satoria, Manikganj

Professor Md. Akheruzzaman Khan (1053)

Principal

Govt. Viku Memorial College.

Satoria, Manikganj.

Government of the People's Republic of Bangladesh
Ministry of Education
Secondary and Higher Education Division
Bangladesh Secretariat, Dhaka
Government College-04
(www.shed.gov.bd)



Number: 37.00.0000.000.069.08.0003.23.1082

Date: 22/09/2026

Government Order

Dipa Rani Poit (9200), Passport No: A09913736, Vice-Principal (Professor-Political Science), OSD at the Directorate of Secondary and Higher Education (DSHE), Dhaka; Insitu: Government Viku Memorial College, Satoria, Manikganj has been granted earned leave on full average pay (Ex-Bangladesh leave) for the purpose of treatment of her child in India for 30 (Thirty) days from 15.09.2026 to 14.10.2026 or from the charge hand over date to 30 (Thirty) days. This leave is granted under the following terms and conditions:

Terms and Conditions:

- The officer will not be allowed to stay abroad more than the approved period;
- The officer will inform the authority after her return;
- The officer will draw her pay and allowances in local currency. No part of it should be drawn in foreign currency;
- All related expenses of the travel will be borne by herself;
- Travelling expenses will have to be shown in the income tax return file;
- Extraordinary leave will not be counted as his pensionable service and
- The Provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable in this regard. That is to say, the officer has to start her leave within the 35 (Thirty Five) days from the date of this order as this order will not remain in force after the 35 (Thirty Five) days from the making thereof.

02. This order has been issued with the approval of the competent authority.

According to The President's order,

22-09-2026

Dr. Jannatul Ferdous
Deputy Secretary

Number: 37.00.0000.000.069.08.0003.23.1082/1
(13)

Date: 22/09/2026

Copy for Kind Information and Necessary Action (Not in the order of seniority):

- Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
- Director General, Directorate of Secondary and Higher Education (DSHE), Dhaka.
- Director General, Department of Immigration & Passports (DIP).
- Principal, Government Viku Memorial College, Satoria, Manikganj.
- PS to the Hon'ble Minister, Ministry of Education, Bangladesh Secretariat, Dhaka.
- PS to Secretary, Secondary and Higher Education Division, Ministry of Education.
- Chief Accounts Officer, Ministry of Education, 45 Purana Paltan, Dhaka.

8. Dipa Rani Poit (9200), Passport No: A09913736, Vice-Principal (Professor-Political Science), OSD at the Directorate of Secondary and Higher Education (DSHE), Dhaka; Insitu: Government Viku Memorial College, Satoria, Manikganj.
9. Immigration Officer, Departure Department....., ..
10. System Analyst, ICT Branch, SHED.
11. Public Relations Officer, Ministry of Education, Bangladesh Secretariat, Dhaka.
12. PO to Joint Secretary (College), SHED, Ministry of Education, ..
13. District/Upazila Accounts Officer,



A handwritten signature in black ink, located above the date and name of the Deputy Secretary.

22-09-2026

Dr. Jannatul Ferdous
Deputy Secretary