



Government of People's Republic of Bangladesh  
Bangladesh Telecommunication Regulatory Commission  
Plot#E-5/A, Sher-e-Bangla Nagar,  
Agargaon Administrative Area, Dhaka-1207.  
[www.btrc.gov.bd](http://www.btrc.gov.bd)



No.14.32.0000.400.32.022.06. 462

Date: 27/03/2024

**Subject: Sanction of Ex-Bangladesh leave of Mrs. Shazeda Parvin, Director (Licencing),  
BTRC to Singapore.**

The undersigned is directed to convey the sanction of Ex-Bangladesh leave (earned leave) for Mrs Shazeda Parvin, Director (Licencing), Legal & Licencing Division, Bangladesh Telecommunication Regulatory Commission (BTRC) for the purpose of her medical check-up in Singapore from 08 April to 14 April, 2024 or 07(Seven) days from the date of commencement of departure (including travel time).

2. The sanction of Ex-Bangladesh leave is subject to the following terms and conditions:
  - (a) All the expenses of this tour will be borne by herself;
  - (b) She will not be allowed to overstay;
  - (c) This Ex-Bangladesh leave will be deducted from her earned leave;
  - (d) She will submit the flight itinerary to Administration Division before his departure for this leave;
3. The order is issued with the approval of the competent authority.

  
(Md. Amjad Hossain)  
Deputy Director (Admin)  
Phone: + 88 02 222217154

**Copy forwarded for kind information & necessary action to (not according to the seniority):**

1. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Shegun Bagicha, Dhaka  
With a request to issue a note verbal/Letter of Introduction (LOI), in favour of Mrs Shazeda Parvin.
2. Secretary, Posts & Telecommunication Division, Ministry of Posts, Telecommunication and Information Technology, Bangladesh Secretariat, Dhaka.
3. Director General, Immigration & Passport, Agargaon, Dhaka.
4. Director, Hazrat Shahjalal International Airport, Kurmitola, Dhaka.
5. Director, Finance, Accounts & Revenue, BTRC, Dhaka.
6. Mrs. Shazeda Parvin, Director (Licence), Legal & Licencing Division, BTRC.
7. Deputy Director (Office Mangement, IT, Security & Protocol), BTRC, Dhaka (Request to upload on BTRC website).
8. PS to Chairman & PO to Commissioners, BTRC, Dhaka (for kind information of the Chairman & Commissioners).
9. PO to Director General (Administration & LL), BTRC, Dhaka (for kind information of the Directore Generals).
10. Office Copy.