



Government of the People's Republic of Bangladesh  
Ministry of Power, Energy and Mineral Resources  
Dhaka Power Distribution Company Ltd.  
DGM (HR), Employee Management (Admin.)  
www.dpdc.gov.bd  
Biddut Bhaban, 1, Abdul Gani Road, Dhaka-1000



Record Number: 27.87.0000.404.08.001.24.496

Date: 28/3/2024

### Office Order

With the approval of the authority, Mr. Muhammad Kamruzzaman [ID: 11400 & Passport No. A08217908], Sub Assistant Engineer, Office of the Executive Engineer, NOCS, Matuail, DPDC is being allowed 15 (fifteen) days of ex-Bangladesh leave from March 29, 2024 to April 12, 2024 (or 15 days from the start of the journey, including travel time) according to the rule 5.9 of the DPDC (Employees) Service Rules, 2017 to travel to Saudi Arabia to perform Holy Umrah Hajj.

#### Conditions:

- I. The ex-Bangladesh leave of 15 (fifteen) days will be adjusted/ deducted from his accumulated earned leave;
- II. He will draw his pay and allowances in local currency;
- III. His ex-Bangladesh leave will not be extended further without prior permission of the authority;
- IV. All expenses will be borne by him, no expenditure in this regard will be borne by the company (DPDC);
- V. He will hand over his charge(s), to be arranged locally by his controlling office(s).

28-03-2024

Md Rowich Uddin  
Manager (HR), Office of the  
DGM, Employee  
Management  
(Administration) Human  
Resources, DPDC.  
Phone: +8802223388145  
Email: rowich@dpdc.gov.bd

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27.87.0000.404.08.001.24.496/1(15)

Distribution (Not according to seniority):

- 1) Executive Director (Administration & HR/ Engineering/ Operations/ Finance/ ICT and Procurement), DPDC.
- 2) Company Secretary/ General Manager (HR)/ Chief Engineer, NOCS South, DPDC.
- 3) CCO to Managing Director/ Superintending Engineer, NOCS Shyampur, DPDC.
- 4) Executive Engineer, NOCS, Matuail, DPDC.
- 5) Controller of Foreign Currency, Bangladesh Bank.
- 6) Airport Manager, Hazrat Shahjalal (R) International Airport, Dhaka.
- 7) Customs Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
- 8) Immigration Officer, Immigration & Passport Control, Hazrat Shahjalal (R) International Airport, Dhaka.
- 9) The Royal Embassy of Saudi Arabia, Dhaka, Bangladesh.
- 10) Mr. Muhammad Kamruzzaman, Sub Assistant Engineer, Office of the Executive Engineer, NOCS, Matuail, DPDC.
- 11) Office copy/ Master file/ Personal file.



28-03-2024

Md. Sumon Ahmed  
Assistant Manager (HR)