



Government of the People's Republic of Bangladesh  
Ministry of Power, Energy and Mineral  
Dhaka Power Distribution Company Ltd.



www.dpdc.gov.bd

Biddut Bhaban, 1, Abdul Gani Road, Dhaka-1000

Record Number: 27.87.0000.404.41.004.19.755

Date: 9/8/2021

### Office Order

By the approval of the authority, Mr. Sheikh Mohammad Shuvoraj (ID: 21808), Assistant Engineer, office of the Executive Engineer, Metering (South), DPDC is being allowed 02 (two) years of study leave from August 01, 2021 to July 31, 2023 or for 02 years from start of journey (including travel time) to study for the degree of Master of Science in Electrical Engineering at the University of Concordia, Canada according to the rule 5.7(b)(iv) of DPDC (Employees) Service Rules, 2017 under the following conditions:

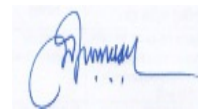
#### Conditions:

01. The remaining period of the study leave will be effective subject to the extension or renewal of the employment contract dated from 22/12/2022.
02. The employee must return and join DPDC after expiration of study leave and have to complete one contractual period or 03 (three) years of service life.
03. If the employee does not complete or fail to obtain the degree for which the leave was granted, then the leave period will be deemed to be a non-qualifying service, study leave will stand nullified and the employee must undertake that he can be subject to disciplinary action(s) for violation.
04. The employee must undertake that if he does not return after education leave or resigns in continuation thereof, the education leave period will be considered as non-qualifying service, this period will not be included in the calculation for the purpose of benefits.
05. The employee must undertake that he will employ best of his efforts to achieve/ earn the degree within the allowed leave period and will not seek extension of the leave without any sincere logical ground.
06. No expenses related to education leave and no financial benefits during the leave period will be borne by DPDC and no additional benefits (such as promotion etc.) can be claimed from DPDC for achieving/ earning such degree.
07. He must undertake to submit the certificate of completion of the course to the DPDC.
08. The employee must submit the transcript/university certification to the

DPDC at the end of each semester as proof of the ongoing educational activities and failure to submit such certificate will be considered as contrary to discipline and he must undertake on his part that in such circumstances appropriate disciplinary action is taken including not renewal of service contract that there will be no objections.

09. During the period of study leave he will be attached to the office of General Manager, Human Resources, DPDC.

This order is being issued in pursuance of the Power Division, MoPEMR's order number: 27.00.0000.088.08.016.18.175; dated: 29-06-2021.



09-08-2021

**Nihar Ranjan Sarker**  
DGM, Employee  
Management  
(Administration)

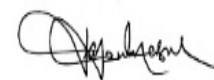
Record Number:

Date: 9/8/2021

27.87.0000.404.41.004.19.755/1(11)

Distribution (Not based on rank/ position):

- 1) Executive Director (Administration & HR/ Engineering/ Operations/ Finance/ ICT & Procurement), DPDC.
- 2) General Manager (Human Resources/ ICT, Energy & Metering), DPDC.
- 3) CCO to Managing Director/ Superintending Engineer, Metering, DPDC.
- 4) Executive Engineer, Metering (South), 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 High Commission of Canada, Dhaka, Bangladesh.
- 10) Mr. Sheikh Mohammad Shuvoraj, Assistant Engineer, office of the Executive Engineer, Metering (South), DPDC.
- 11) Office copy/ Master file/ Personal file.



09-08-2021

**Md. Foyzul Haque**  
Deputy Manager (HR)