



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



Record Number: 27.87.0000.404.25.010.18.81

Date: 15/1/2024

Office Order

With the approval of the authority, Mr. Khaza Ahmmed Gazi (ID: 20626), Meter Reader, Office of the Executive Engineer, NOCS Swamibag, DPDC is being allowed 15 (Fifteen) days of Ex-Bangladesh leave from January 20, 2024 to February 03, 2024 (or from the date of commencement of the leave, including travel time) according to the rule 5.9 of the DPDC (Employees) service rules-2017 to travel to Saudi Arabia for pilgrimage (Umrah). He will be accompanied by his wife Ms. Shirina Begum.

Conditions:

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

15-01-2024

Sharmin Rahman
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Management
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Distribution (Not based on rank/ position):

- 1) Executive Director (Administration & HR/ Engineering/ Operations/ Finance/ ICT & Procurement), DPDC.
- 2) General Manager (HR)/ Chief Engineer, NOCS Central, DPDC.
- 3) CCO to Managing Director/ Superintending Engineer, NOCS Narinda, DPDC.
- 4) Executive Engineer, NOCS Swamibag, 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) Embassy of the Kingdom of Saudi Arabia, Dhaka, Bangladesh.
- 10) Mr. Khaza Ahmmed Gazi, Meter Reader, Office of the Executive Engineer, NOCS Swamibag, DPDC.
- 11) Office copy/ Master file/ Personal file.



15-01-2024

Md. Rafsan Jani
Assistant Manager(HR)