



Government of the People's Republic of Bangladesh
Ministry of Power, Energy and Mineral
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: 27.87.0000.404.25.010.18.791


Date: 20/5/2024

Office Order

With the approval of the authority, Ms. Farzana Akter (Office ID: 20096 & Passport Number: A05839439), Office Supervisor, Office of the Chief Engineer, NOCS South, DPDC is being allowed 15 (Fifteen) days of Ex-Bangladesh leave from September 01, 2024 to September 15, 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 Italy to meet with her brother.

Conditions:

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


20-05-2024

Sharmin Rahman
Manager (HR), Office of the
DGM (HR), Employee
Management

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27.87.0000.404.25.010.18.791/1(14)

Distribution (Not according to seniority):

- 1) Executive Director (Administration & HR/ Engineering/ Operations/ Finance/ ICT & Procurement), DPDC.
- 2) General Manager (HR)/ Chief Engineer, NOCS South, DPDC.
- 3) CCO to Managing Director, DPDC.
- 4) Controller of Foreign Currency, Bangladesh Bank.
- 5) Airport Manager, Hazrat Shahjalal (R) International Airport, Dhaka.
- 6) Customs Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
- 7) Immigration Officer, Immigration & Passport Control, Hazrat Shahjalal (R) International Airport, Dhaka.
- 8) Embassy of Italy, Dhaka, Bangladesh.
- 9) Ms. Farzana Akter, Office Supervisor, Office of the Chief Engineer, NOCS South, DPDC.
- 10) Office copy/ Master file/ Personal file.



20-05-2024

Md. Rafsan Jani
Assistant Manager(HR)