



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: 27.87.0000.404.25.010.18.662

Date: 2/5/2024

Office Order

With the approval of the authority, Mr. Syed Mohammad Ahsan Habib (ID: 20578), Office Assistant Cum Computer Operator, Office of the Superintending Engineer, NOCS, Satmosjid, DPDC is being allowed 40 (Forty) days of Ex-Bangladesh leave from May 12, 2024 to June 20, 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 (Hajj).

Conditions:

1. The Ex-Bangladesh leave of 40 (Forty) 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).

02-05-2024

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

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Distribution (Not according to seniority):

- 1) Executive Director (Administration & HR/ Engineering/ Operations/ Finance/ ICT & Procurement), DPDC.
- 2) General Manager (HR)/ Chief Engineer, NOCS, North, DPDC.
- 3) CCO to Managing Director/ Superintending Engineer, NOCS, Satmosjid, 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 the Kingdom of Saudi Arabia, Dhaka, Bangladesh.
- 9) Mr. Syed Mohammad Ahsan Habib, Office Assistant Cum Computer Operator, Office of the Superintending Engineer, NOCS, Satmosjid, DPDC.
- 10) Office copy/ Master file/ Personal file.



02-05-2024

Md. Rafsan Jani
Assistant Manager(HR)