



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: 27.87.0000.404.25.010.18.2094

Date: 12/12/2023

Office Order

With the approval of the authority, Mrs. Shamsun Nahar (ID: 15674), Senior Accounts Assistant, Office of the Executive Engineer, NOCS Adabor, DPDC is being allowed 15 (Fifteen) days of Ex-Bangladesh leave from December 14, 2023 to December 28, 2023 (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). She will be accompanied by her son Mr. Md. Faisal Faruk.

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 herself, 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).

12-12-2023

Mohammad Nazrul Islam
Manager (HR), Office of the
DGM (HR), Employee
Management

(Administration), DPDC.

Phone: +8802223385227

Email:

dgmhrema@dpdc.org.bd

Record Number:

Date: 12/12/2023

27.87.0000.404.25.010.18.2094/1(15)

Distribution (Not based on rank/ position):

- 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 Shyamoli, DPDC.
- 4) Executive Engineer, NOCS Adabor, 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) Mrs. Shamsun Nahar, Senior Accounts Assistant, Office of the Executive Engineer, NOCS Adabor, DPDC.
- 11) Office copy/ Master file/ Personal file.



12-12-2023

Md. Rafsan Jani
Assistant Manager(HR)