



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: 27.87.0000.404.25.010.18.125

Date: 21/1/2024

### Office Order

With the approval of the authority, Ms. Laxmi Rani Sarkar (ID: 20678), Office Support Staff, Office of the Executive Engineer, NOCS Azimpur, DPDC is being allowed 15 (Fifteen) days of Ex-Bangladesh leave from January 21, 2024 to February 04, 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 India for pilgrimage (Tirtha).

#### **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).

21-01-2024

Sharmin Rahman  
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27.87.0000.404.25.010.18.125/1(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 Azimpur, DPDC.
- 4) Executive Engineer, NOCS Azimpur, 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/ Benapole, Jashore/ Darshana, Chuadanga.
- 8) Immigration Officer, Immigration & Passport Control, Hazrat Shahjalal (R) International Airport, Dhaka/ Benapole, Jashore/ Darshana, Chuadanga.
- 9) The High Commission of India, Dhaka, Bangladesh.
- 10) Ms. Laxmi Rani Sarkar, Office Support Staff, Office of the Executive Engineer, NOCS Azimpur, DPDC.
- 11) Office copy/ Master file/ Personal file.



21-01-2024

Md. Rafsan Jani  
Assistant Manager(HR)