



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: 27.87.0000.404.25.010.18.327

Date: 22/2/2024

### Office Order

With the approval of the authority, Mr. Md. Golam Mostofa (ID: 20488), Office Assistant, Office of the Executive Engineer, NOCS Sitalakhya, DPDC is being allowed 15 (Fifteen) days of Ex-Bangladesh leave from February 26, 2024 to March 11, 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. Mst. Nasima 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).

22-02-2024

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

Phone: +8802223385227

Email:

dgmhrema@dpdc.org.bd

Record Number:

Date: 22/2/2024

27.87.0000.404.25.010.18.327/1(15)

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/ Superintending Engineer, NOCS Fatulla, DPDC.
- 4) Executive Engineer, NOCS Sitalakhya, 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. Md. Golam Mostofa, Office Assistant, Office of the Executive Engineer, NOCS Sitalakhya, DPDC.
- 11) Office copy/ Master file/ Personal file.



22-02-2024

Md. Rafsan Jani  
Assistant Manager(HR)