



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: 27.87.0000.404.25.010.18.633


Date: 29/4/2024

Office Order

With the approval of the authority, Mst. Ishrat Jahan (ID: 14164), Assistant Accountant, Office of the Executive Engineer, NOCS, Sher-e-Bangla Nagar, DPDC is being allowed 45 (Forty Five) days of Ex-Bangladesh leave from May 12, 2024 to June 25, 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). She will be accompanied by her husband Mr. Md. Obaidul Haque.

Conditions:

1. The Ex-Bangladesh leave of 45 (Forty Five) 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).


29-04-2024

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

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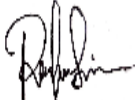
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27.87.0000.404.25.010.18.633/1(15)

Distribution (Not according to seniority):

- 1) Executive Director (Administration & HR/ Engineering/ Operations/ Finance/ ICT & Procurement), DPDC.
- 2) General Manager (HR)/ Chief Engineer, NOCS, North, DPDC.
- 3) CCO to Managing Director/ Superintending Engineer, NOCS, Shatmasjid, DPDC.
- 4) Executive Engineer, NOCS, Sher-e-Bangla Nagar, 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) Mst. Ishrat Jahan, Assistant Accountant, Office of the Executive Engineer, NOCS, Sher-e-Bangla Nagar, DPDC.
- 11) Office copy/ Master file/ Personal file.



29-04-2024

Md. Rafsan Jani
Assistant Manager(HR)