



Government of the People's Republic of Bangladesh
Ministry of Power, Energy and Mineral
Resources
Dhaka Power Distribution Company Ltd.
DGM (HR), Employee Management (Admin)
www.dpdc.gov.bd
Bidyut Bhaban, 1 Abdul Gani Road, Dhaka -
1000



Record Number: 27.87.0000.000.404.25.0010.18.1569

Date: 07 Dec 2025

Office Order

With the approval of the authority, Mst. Layli Khatun (ID: 20272 & Passport Number: A05599395), Senior Accounts Assistant (SAA), Office of the Executive Engineer, NOCS, Lalbag DPDC is being allowed 15 (Fifteen) days of Ex-Bangladesh leave from December 11, 2025 to December 25, 2025 (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).

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).

07-12-2025

Sharmin Rahman

Manager (HR)

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dgmhrema@dpdc.gov.bd

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Copy for Kind Information and Necessary Action (Not in the order of seniority):

1. Executive Director (Administration & HR/ Engineering/ Operations/ Finance/ ICT & Procurement), DPDC;
2. General Manager (HR), DPDC;
3. CCO to Managing Director/ Superintending Engineer, NOCS, Lalbag, DPDC;
4. Executive Engineer, NOCS, Lalbag, 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. Ms....., DPDC and
11. Office copy/ Master file/ Personal file.



A handwritten signature in black ink, appearing to read 'Rahat', located on the right side of the page.

08-12-2025

Oaliul Hamim Rahat
Assistant Manager (HR)