



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: 27.87.0000.000.404.25.0010.18.58

Date: 13/01/2026

### Office Order

With the approval of the authority, Mr. Md. Jasim Uddin (ID: 20610 & Passport Number: A08445284), Senior Accounts Assistant (SAA), Office of the Executive Engineer, NOCS, Banasree DPDC is being allowed 14 (Fourteen) days of Ex-Bangladesh leave from January 15, 2026 to January 28, 2026 (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 father Mr. Md. Abdul Aziz Shaikh (Passport Number: A11167925).

#### **Conditions:**

1. The Ex-Bangladesh leave of 14 (Fourteen) 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).

13-01-2026

Sharmin Rahman

Manager (HR)

+8802223385227

dgmhrema@dpdc.gov.bd

**Record Number:** 27.87.0000.000.404.25.0010.18.58/1 (11)

**Date:** 13/01/2026

**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, Bashaboo, DPDC;
4. Executive Engineer, NOCS, Banasree, 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....., 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.

13-01-2026

Oaliul Hamim Rahat  
Assistant Manager (HR)