



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: 27.87.0000.000.404.25.0010.18.76

Date: 15/01/2026

Office Order

With the approval of the authority, Mr. Saiful Islam (ID: 21009 & Passport Number: A05868338), Meter Reader, Office of the Executive Engineer, NOCS, Kazla DPDC is being allowed 10 (Ten) days of Ex-Bangladesh leave from February 01, 2026 to February 10, 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 wife Ms. Kamrun Nahar (Passport Number: A15303573).

Conditions:

1. The Ex-Bangladesh leave of 10 (Ten) 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).

15-01-2026

Sharmin Rahman
Manager (HR)

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Record Number: 27.87.0000.000.404.25.0010.18.76/1 (11)

Date: 15/01/2026

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, Kazla, DPDC;
4. Executive Engineer, NOCS, Kazla, 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.

15-01-2026

Oaliul Hamim Rahat
Assistant Manager (HR)