



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: 27.87.0000.404.25.010.18.26

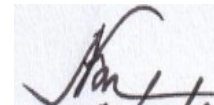
Date: 9/1/2022

### Office Order

With the approval of the authority, Mr. Motalim (ID: 20537), Office Assistant, Office of the Executive Engineer, NOCS Bangshal, DPDC is being allowed 22 (twenty two) days of Ex-Bangladesh leave from January 20, 2022 to February 10, 2022 (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 22 (twenty two) 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).



09-01-2022

Mohammad Nazrul Islam  
Manager (HR), Office of the  
DGM (HR), Employee  
Management  
(Administration), DPDC.

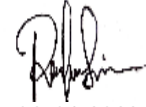
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Distribution (Not according to seniority):

- 1) Executive Director (Administration & HR/ Engineering/ Operations/ Finance/ ICT & Procurement), DPDC.
- 2) General Manager (HR)/ Chief Engineer, NOCS (Central), DPDC.
- 3) CCO to Managing Director/ Superintending Engineer, NOCS Circle Banglabazar, DPDC.
- 4) Executive Engineer, NOCS Bangshal, 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. Motalim, Office Assistant, Office of the Executive Engineer, NOCS Bangshal, DPDC.
- 11) Office copy/ Master file/ Personal file.



09-01-2022

Md. Rafsan Jani  
Assistant Manager(HR)