



Dhaka Water Supply and Sewerage Authority
Office of the Managing Director
WASA Bhaban
98, Kazi Nazrul Islam Avenue, Dhaka-1215.
website: www.dwasa.org.bd.com

উন্নয়নের গণতন্ত্র
শেখ হাসিনার মূলমন্ত্র

Date: 6/3/18

No-198/ccd/2002/ 167/Admin-2

From : Secretary
Dhaka WASA.

To : Chief Accounts Officer
Dhaka WASA

Subject : Approval of Ex-Bangladesh leave for 12(twelve) days.

The undersigned is directed to convey the sanction of earned leave (Ex-Bangladesh leave) of FERDAUS ARA, LDA Cum-Data Entry Operator, Civil Construction Division, Dhaka WASA to visit in INDIA and NEPAL from 18th March, 2018 to 29th March, 2018 or 12(twelve) days from the actual date of her departure under the following terms and conditions.

- All expenses including air fare shall be borne by herself.
- No part of her salary will be paid in foreign currency.
- She will not be allowed to stay abroad beyond the period mentioned above.
- On her return to Bangladesh she will join the respective Office.

2. This order is issued with the approval of the competent authority.

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(S. M. Rezaul Mostofa Kamal)
Secretary
Dhaka WASA.

Phone: 9110164

Date: 6/3/18

No-198/ccd/2002/ 167/Admin-2

Copy for kind information and necessary action to (not according to seniority) :

- Director General, Department of Immigration & Passport, Dhaka.
- Deputy Managing Director (Admin /O&M/RP&D/Finance), Dhaka WASA.
- Chief Engineer, Dhaka WASA.
- Chief Revenue Officer, Dhaka WASA
- Chief Accounts Officer/Chief Training Officer, Dhaka WASA.
- Executive Engineer, Civil Construction Division, Dhaka WASA .
- Assistant System Analyst (M.I.S & Billing), Computer Center, Dhaka WASA (with request to upload to the DWASA website).
- Manager, Hazrat Shahjalal International Airport/Duty Officer, Benapole Check Post, Haridaspur, Jessore.
- P. A. to Managing Director, Dhaka WASA (for kind information to the Managing Director).
- PIMS Cell, Administration Division-II, Dhaka WASA.
- Mrs. Ferdaus Ara, LDA Cum-Data Entry Operator, Civil Construction Division, Dhaka WASA.
- Record keeper, Administration Division-1, Dhaka WASA.
- Office copy.

6/3/18
Secretary
Dhaka WASA.