



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

উন্নয়নের গণতন্ত্র  
শেখ হাসিনার মূলমন্ত্র।

Memo No.-46.113.208.00.16.6005.2010- 395

Date: 12/03/2018.

From : Secretary  
Dhaka WASA.

To : Chief Accounts Officer  
Dhaka WASA

Subject : Approval of extension of four months study leave as Extra-ordinary Leave without pay.

Ref : Memo No:-Nill, Date: 06-08-2017.

The undersigned is directed to convey the approval of extension of four months study leave as Extra-ordinary Leave without pay for Ms. Hafiza Sultana, Sub-Divisional Engineer (C.C.) (OSD), Admin-1, Dhaka WASA to study in M. Sc in Project Management at University of Royal Melbourne Institute of Technology (RMIT) in Australia from 13-08-2017 to 12-12-2017 under the following terms and conditions.

2. Terms and conditions :

- a) **She is allowed the study leave as Extra-ordinary Leave without pay from 13/08/2017 to 12/12/2017.**
- b) She will not be allowed to stay abroad beyond the period mentioned above. This is the last extension and there will be no more extension in future for this purpose. Otherwise she will lose her job.
- c) All expenses for this purpose shall be borne by Australian Postgraduate Award.
- d) No part of her salary will be paid in foreign currency.
- e) There will be no financial involvement of Dhaka WASA or Government of Bangladesh.
- f) She must submit a certificate of higher studies obtained from University of Royal Melbourne Institute of Technology (RMIT) of Australia to Dhaka WASA.

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

**Sd/-**

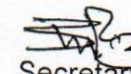
(S. M. Rezaul Mostofa Kamal)  
Secretary  
Dhaka WASA.  
Phone : +88 02 9110164

Memo No.-46.113.208.00.16.6005.2010- 395

Date: 12/03/2018.

Copy forwarded for kind information to:

01. Director General, Department of Immigration & Passport, Dhaka.
02. Deputy Managing Director (Admin / O & M / R P & D / Finance), Dhaka WASA.
03. Chief Engineer, Dhaka WASA.
04. Director, Hazrat Shahjalal International Airport, Dhaka.
05. Deputy Secretary (.....), Dhaka WASA.
06. Ms. Hafiza Sultana, Sub-Divisional Engineer (C.C.) (OSD), Admin-1, Dhaka WASA/  
18, West Nakhhalpara, Flat-E/4, Bele view apartment, Tejgaon, Dhaka-1215.
07. Assistant System Analyst (M.I.S & Billing). Dhaka WASA (with request to upload to the Dhaka WASA website).
08. P. A. to Managing Director, Dhaka WASA (for kind information to the Managing Director).
09. Record keeper, Administration Division-1, Dhaka WASA.
10. PIMS Cell, Admin Division-2, Dhaka WASA.
11. Office Copy.

  
Secretary  
Dhaka WASA.