

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

Memo No-P-158/02/ 3/9/Admin-2

Date: 26/4/18

From : Secretary
Dhaka WASA.

To : Chief Accounts Officer
Dhaka WASA

Subject : Approval of Ex-Bangladesh leave for 15(fifteen) days.

The undersigned is directed to convey the sanction of earned leave (Ex-Bangladesh leave) MOHAMMAD SHOFIQU L ISLAM, A.P.O, Mods Zone-6, Dhaka WASA to Visit in Malaysia from 20th April, 2018 to 04th May, 2018 or 15(fifteen) days from the actual date of his departure under the following terms and conditions.

- All expenses including air fare shall be borne by himself.
- No part of his salary will be paid in foreign currency.
- He will not be allowed to stay abroad beyond the period mentioned above.
- On his return to Bangladesh he 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: 26/4/18

Memo No-P-158/02/ 3/9/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 /Finance), Dhaka WASA.
- Director (Development/Technical), Dhaka WASA.
- Chief Engineer, Dhaka WASA.
- Chief Accounts Officer/Chief Training Officer, Dhaka WASA.
- Executive Engineer, Mods Zone-6, 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, Dhaka.
- Immigration Officer, Hazrat Shahjalal International Airport.
- P. A. to Managing Director, Dhaka WASA (for kind information to the Managing Director).
- PIMS Cell, Administration Division-II, Dhaka WASA.
- Mohammad Shofiqu l Islam, A P.O, Mods Zone-6, Dhaka WASA.
- Record keeper, Administration Division-1, Dhaka WASA.
- Office copy.

26/4/18

Secretary
Dhaka WASA.