

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-01/drainage(O&M)D-2/08/ 401/ Admin-2

Date: 23/05/18

From : Secretary
Dhaka WASA.

To : Chief Accounts Officer
Dhaka WASA

Subject : Approval of Ex-Bangladesh leave for 25(twenty five) days.

The undersigned is directed to convey the sanction of earned leave (Ex-Bangladesh leave) MOHAMMAD SOHEL RANA, Computer Operator, Drainage (O & M) Division-2, Dhaka WASA to Perform Holy Omrah in SAUDI ARABIA from 30th May, 2018 to 23th June, 2018 or 25(twenty five) 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: 23/05/18

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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, Drainage (O & M) Division-2, 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 Sohel Rana, Computer Operator, Drainage (O & M) Division-2, Dhaka WASA.
- Record keeper, Administration Division-1, Dhaka WASA.
- Office copy.

23/5/18
Secretary
Dhaka WASA.