

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-Rev:-13/84/ 525/Admn-2

Date: 10.7.18

From : Secretary  
Dhaka WASA.

To : Chief Accounts Officer  
Dhaka WASA

Subject : Approval of Earned Leave (Ex-Bangladesh leave) for 60(Sixty) days.

The undersigned is directed to convey the sanction of earned leave (Ex-Bangladesh leave) of RASHEDA AKTER, Office Assistant Cum-Data Entry Operator, Out sourcing PPI Revenue Zone-3, Dhaka WASA to perform Holy Hazz in SAUDI ARABIA from 30<sup>th</sup> July, 2018 to 27<sup>th</sup> September, 2018 or 60(Sixty) 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.

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


Phone : 9110164

Date: 10-7-18

Memo No-Rev:-13/84/ 525/15/Admn-2

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

1. Director General, Department of Immigration & Passport, Dhaka.
2. Deputy Managing Director (Admin /Finance), Dhaka WASA.
3. Director (Development/Technical), Dhaka WASA.
4. Chief Engineer, Dhaka WASA.
5. Chief Revenue Officer, Dhaka WASA.
6. Chief Accounts Officer/Chief Training Officer, Dhaka WASA.
7. Project Manager, Out sourcing PPI Revenue Zone-3, Dhaka WASA.
8. Assistant System Analyst (M.I.S & Billing), Computer Center, Dhaka WASA (with request to upload to the DWASA website).
9. Manager, Hazrat Shahjalal International Airport, Dhaka.
10. Immigration Officer, Hazrat Shahjalal International , Dhaka.
11. P. A. to Managing Director, Dhaka WASA (for kind information to the Managing Director).
12. PIMS Cell, Administration Division-II, Dhaka WASA.
13. Rasheda Akther, Office Assistant Cum-Data Entry Operator Out sourcing PPI Revenue Zone-3, Dhaka WASA.
14. Record keeper, Administration Division-1, Dhaka WASA.
15. Office copy.

  
Secretary  
Dhaka WASA.