

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

No-46.113.203.00.00.097.2013. 178/Admn-2

Date: 14.2.19

From : Deputy Secretary (Admin-II)
Dhaka WASA.

To : Chief Accounts Officer
Dhaka WASA

Subject : Approval of Earned Leave (Ex-Bangladesh leave) for 09(nine) days.

The undersigned is directed to convey the sanction of earned leave (Ex-Bangladesh leave) of MD. ABDUL HANNAN, Office Assistant cum-Data entry operator, Revenue Zone-1, Dhaka WASA to meet of his relative in INDIA from 08th February, 2019 to 16th February, 2019 or 09(nine) 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.

Sd:/
(SHAHIDA KANIZ)
Deputy Secretary (Admin-II)
Dhaka WASA.

Phone : 55012401

No-46.113.203.00.00.097.2013. 178/15/Admn-2

Date: 14.2.19

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 Revenue Officer, Dhaka WASA.
- Chief Accounts Officer/Chief Training Officer, Dhaka WASA.
- Assistant System Analyst (M.I.S & Billing), Computer Center, Dhaka WASA (with request to upload to the DWASA website).
- Revenue Officer, Revenue Zone-1, Dhaka WASA.
- Manager, Hazrat Shahjalal International Airport/Duty Officer, Benapole Check Post, Haridaspur, Jessore.
- Immigration Officer, Hazrat Shahjalal International, Dhaka.
- P. A. to Managing Director, Dhaka WASA (for kind information to the Managing Director).
- PIMS Cell, Administration Division-II, Dhaka WASA.
- MD. Abdul Hannan, Office Assistant cum-Data entry operator, Revenue Zone-1, Dhaka WASA.
- Record keeper, Administration Division-1, Dhaka WASA.
- Office copy.

Deputy Secretary (Admin-II)
Dhaka WASA.