



Ashuganj Power Station Company Ltd.
(An Enterprise of Bangladesh Power
Development Board)
Ashuganj, Brahmanbaria-3402
Administration Section
www.apscl.gov.bd



Record Number: 27.25.1233.000.211.08.0050.17.29

Date: 13/01/2026

Office Order (Ex-Bangladesh leave)

With the approval of the competent authority Mr. Sofiqul Islam (Employee ID: 1903080144), Sub-Assistant Engineer, Procurement-2 of Ashuganj Power Station Company Ltd. (APSCL) has been granted Ex-Bangladesh leave for performing holy Umrah in Saudi Arabia (KSA) from 24/01/2026 to 07/02/2026 or 15 (fifteen) days when the tour actually starts in order to make overseas travel under the following terms & conditions:

1. The period of stay (including the transit period) will not be treated as an official duty;
2. There will be no connection with APSCL regarding local or foreign currency expenses;
3. He will not be allowed any salary and allowance in foreign currency;
4. He will return to APSCL immediately after availing of the leave granted to him; and
5. This period of stay will be deducted as per section 5.9 of the service rules of APSCL.

S. M. Zakir

13-01-2026

Salauddin Mohammad Zakir
Manager (HR & Admin)
salauddin.zakir@apscl.gov.bd,
mgrhr1@apscl.org.bd

Record Number: 27.25.1233.000.211.08.0050.17.29/1 (7)

Date: 13/01/2026

Copy for Kind Information and Necessary Action (Not in the order of seniority):

1. Deputy Secretary & Executive Director (Admin/HR), Office of the Executive Director (Administration/HR), Ashuganj Power Station Company Ltd.;
2. Deputy General Manager (Procurement) (Current duty), Office of DGM (Procurement), Ashuganj Power Station Company Ltd.;
3. Chief Staff Officer (XEN), Managing Director Office, Ashuganj Power Station Company Ltd. (For the kind information to Managing Director);
4. Manager (HR & Admin), HR-2 (Labour, Welfare and Payroll), Ashuganj Power Station Company Ltd.;
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, ;
6. Mr. Sofiqul Islam, Sub-Assistant Engineer, Procurement-2, Ashuganj Power Station Company Ltd. and
7. Office/Personal copy, .



A handwritten signature in black ink, appearing to read 'Obaid Jaki'.

13-01-2026

Md. Obaid Ullah Jaki
Deputy Manager (HR & Admin)