



Ashuganj Power Station Company Ltd.  
(An Enterprise of Bangladesh Power  
Development Board)  
Ashuganj, Brahmanbaria-3402  
HR-2 (Labour, Welfare and Payroll)  
www.apscl.gov.bd

শ্রমিকদের  
স্বার্থে  
সেবার  
নিশ্চয়তা

Record Number: 27.25.1233.000.219.08.0050.17.191

Date: 22 Feb 2026

**Office Order (Ex-Bangladesh leave)**

With the approval of the competent authority Mr. Md. Ataur Rahman (Employee ID: 0306120020), Junior Operator Grade-2, Operation Zone-C of Ashuganj Power Station Company Ltd. (APSCCL) has been granted Ex-Bangladesh leave for performing holy Umrah in Saudi Arabia (KSA) from 25/02/2026 to 11/03/2026 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 APSCCL regarding local or foreign currency expenses;
3. He will not be allowed any salary and allowance in foreign currency;
4. He will return to APSCCL 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 APSCCL.

*S. M. Zakir*

22-02-2026

Salauddin Mohammad Zakir

Manager (HR & Admin)

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Date: 22 Feb 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. Superintending Engineer, SE (Operation) Zone-C Office, 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. Executive Engineer (Operation), Operation (225 MW) Zone-C, Ashuganj Power Station Company Ltd.;
5. Deputy Manager (HR & Admin), HR-2 (Labour, Welfare and Payroll), Ashuganj Power Station Company Ltd.;
6. Immigration Officer, Hazrat Shahajalal International Airport, Dhaka, .

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7. Mr. Md. Ataur Rahman, Junior Operator Grade-2, Operation Zone-C, APSCCL,  
and  
8. Office/Personal copy, .



A handwritten signature in black ink, appearing to read 'Obaid Ullah Jaki', located above the printed name and title.

22-02-2026

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