



Dhaka Mass Transit Company Limited
(Government Owned Company of Dhaka Metro Rail)
Road Transport and Highways Division



Memo No: 35.05.0000.001.97.413.23-592

Date: 09 July 2025

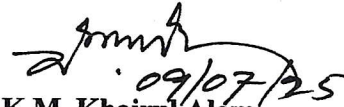
Office Order

The Undersigned is directed to convey the leave approval of the authority to Mr.Md.Arifull Islam (Passport No.A06852314) Ticket Machine Operator, Dhaka Mass Transit Company Limited (DMTCL) to visit Japan to meet his relative. He will travel 6th September 2025 to 11th September 2025 or 06 (six) days from the date of commencement of his travel.

2. Terms and Conditions are as follows:

- a. All expense of his visit will be borne by himself.
- b. He will be no financial involvement of DMTCL.
- c. He will be not allowed to extend his leave.
- d. Approval of his leave will be treated as Earned leave.

This order has been issued with the approval of the Competent Authority.


09/07/25

A.K.M. Khairul Alam

Director (Administration)

Dhaka Mass Transit Company Limited

E-mail: directoradmin@dmctl.gov.bd

Contact: +8802 55669012

Copy to:

1. H.E. Ambassador of Japan, Embassy of Japan, Plot No. 5&7, Dutabash Road, Dhaka-1212.
2. Director (Finance and Accounts)/ (Operation & Maintenance), DMTCL
3. PS to Managing Director, Dhaka Mass Transit Company Limited
4. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
5. System Analyst, DMTCL (With request to publish this 'Office Order' in the website of DMTCL)
6. Station Controller, Mirpur-10 Station.
7. Mr. Md. Arifull Islam, Ticket Machine Operator, Dhaka Mass Transit Company Limited.
8. Office copy.
9. Master copy.