

Government of the People's Republic of Bangladesh  
Road Transport and Highways Division  
**Dhaka Mass Transit Company Limited (DMTCL)**  
Metro Rail Bhaban, Sonargaon Janapath Road  
Sector: 15-16, Diabari, Uttara, Dhaka-1230  
[www.dmtcl.gov.bd](http://www.dmtcl.gov.bd)

Memo No. 35.05.0000.001.97.176.22- 393

Date: 19 November 2024

**Office Order**

The undersigned is directed to convey the leave approval of the authority to Mr. Md. Iftikhar Hossain, General Manager (Operation), Dhaka Mass Transit Company Limited (DMTCL) along with his wife for travel to Malaysia. He will travel 24 November 2024 to 05 December 2024 or 12 (Twelve) days from the date of commencement of his travel.

2. Terms and Conditions are as follows:

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

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

  
19/11/24

**A. K. M. Khairul Alam**  
Director (Administration)  
Dhaka Mass Transit Company Limited  
E-mail: [directoradmin@dmtcl.gov.bd](mailto:directoradmin@dmtcl.gov.bd)  
Contact: +8802 55669012

**Copy to:**

1. H.E. High Commissioner, High Commission of **Malaysia, Embassy in Dhaka** Bangladesh, House No, 19 Road No. 6, Baridhara Diplomatic Enclave, Dhaka.
2. Director General, Department of Immigration and Passports, Agargaon, Dhaka
3. Director (Finance and Accounts)/(Operation & Maintenance), Dhaka Mass Transit Company Limited
4. Mr. Md. Iftikhar Hossain, General Manager (Operation), Dhaka Mass Transit Company Limited
5. Executive Director, Hazrat Shahjalal International Airport, Dhaka
6. PS to Managing Director, Dhaka Mass Transit Company Limited
7. PS to Secretary, Road Transport and Highways Division, Bangladesh Secretariate, Dhaka
8. System Analyst, Dhaka Mass Transit Company Limited (With request to publish this 'Office Order' in the website of DMTCL)
9. Office Copy
10. Master Copy