

Government of the People's Republic of Bangladesh  
Road Transport and Highways Division  
**Dhaka Mass Transit Company Limited (DMTCL)**  
Metrorail Bhaban, MRT Line-6 Depot, Section:15-16  
Sonargaon Janapath, Diabari, Uttara, Dhaka-1230  
[www.dmtcl.gov.bd](http://www.dmtcl.gov.bd)

Memo No.35.05.0000.001.97.633.23-1264

Date: 26/11/2025

### Office Order

Mr. Rafiqul Islam, Office Assistant Cum Computer Operator, Dhaka Mass Rapid Transit Development Project (Line-1), Dhaka Mass Transit Company Limited (DMTCL), Road Transport and Highways Division has been sanctioned Ex-Bangladesh leave for performing Holy Umrah Hajj in Makkah and Madinah in Saudi Arabia for 14 (Fourteen) days starting from 02 December 2025 to 15 December 2025 or from the date of commencement of his travel. This leave is granted under the following terms and conditions.

- I. There will be no financial involvement of Bangladesh Govt. for his travel;
  - II. He will draw his pay and allowances in local currency. No part of it should be drawn in foreign currency; and
  - III. The provision of the Rule 34 of the Appendix VIII of BSR (Part-1) is applicable for this approval.
02. The order is issued with the approval of the competent authority.



**A. K. M. Khairul Alam**

Director (Administration)

Dhaka Mass Transit Company Limited

Phone: 55669012

E-mail: [directoradmin@dmtcl.gov.bd](mailto:directoradmin@dmtcl.gov.bd)

**Copy forwarded for kind information and necessary action to: (Not according to the seniority):**

1. H.E. Ambassador, Saudi Arabia to Bangladesh, House: 5(NE) L, Road: 83, Gulshan-2, Dhaka-1212
2. H.E. High Commissioner, High commission of the Government of the People's Republic of Bangladesh, Jeddah, Saudi Arabia
3. Director General, Department of Immigration and Passport, Agargaon, Dhaka
4. Executive Director, Hazrat Shahjalal (R) International Airport, Dhaka
5. Project Director, Dhaka Mass Rapid Transit Development Project (Line-1)
6. Company Secretary, Dhaka Mass Transit Company Limited (DMTCL).
7. Deputy Project Director (Admin), Dhaka Mass Rapid Transit Development Project (Line-1)
8. System Analyst, Dhaka Mass Transit Company Limited (Request to publish in DMTCL website).
9. Customs Officer, Hazrat Shahjalal (R) International Airport, Dhaka
10. Immigration Officer, Immigration & Passport Control, Hazrat Shahjalal (R) International Airport, Dhaka
11. Mr. Rafiqul Islam, Office Assistant Cum Computer, Dhaka Mass Rapid Transit Development Project (Line-1)
12. Office Copy
13. Master Copy