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16.03.2026

(বিদেশি সংস্থা সংশ্লিষ্ট ঢাকায় ইংরেজিতে লিখা)
Dhaka South City Corporation
Nagar Bhaban
Dhaka-1000, Bangladesh
www.dsc.gov.bd

Memo No.: 46.207.000.03.01.3801.1992-

168

26 Falgun 1432
Date: 16-3-2026


Office Order

The undersigned is directed to convey the sanction of earned leave (ex Bangladesh leave) in favor of Md. Shahjahan Mia, Accounts Assistant, Central Accounts Department of Dhaka South City Corporation, Dhaka, Bangladesh (Bearing Passport No. A17219697) for travelling Saudi Arabia in order to perform Holy Hajj from 19th April 2026 to 2nd June 2026 or nearer 45 (Forty-Five) days from the date of travelling under the following terms and conditions:

02. Terms & Conditions:

- All expenses in this connection shall be borne by himself and no part of it will be borne by Dhaka South City Corporation or Government of Bangladesh.
- During the said period, he will be treated as on leave.
- He will draw his usual salary and allowances from Bangladesh in local Currency.
- He will not be allowed to stay abroad beyond the sanctioned period.
- He will inform the concerned authority after his return to the country.

03. This sanctioned is issued with the approval of the competent authority.


(Mohammad Nasim Ahmed)
Secretary

Dhaka South City Corporation
Phone: +8802-223383507


Email: secretary@dsc.gov.bd

Memo No.: 46.207.000.03.01.3801.1992- 168

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Copy for kind information & necessary action to (not according to the seniority):

- Senior Secretary, Ministry of Foreign Affairs (Attn: Director General- Consular, with the request to issue necessary Note Verbale).
- Secretary, Local Government Division, Ministry of Local Government, Rural Development and Cooperatives, Bangladesh Secretariat, Dhaka.
- H. E. Ambassador, Embassy of the People's Republic of Bangladesh, Dareen Street, Diplomatic Quarters, Riyadh, Kingdom of Saudi Arabia.
- H. E. Ambassador, Royal Embassy of Saudi Arabia, Chancery: House # 5, Road # 83, Gulshan # 2, Dhaka, Bangladesh.
- Director General, Department of Immigration & Passport, Dhaka.
- Private Secretary to the Honorable Administrator, Dhaka South City Corporation, Dhaka.
- Director, Hazrat Shah Jalal (R.) International Airport, Dhaka.
- Immigration Officer, Hazrat Shah Jalal (R.) International Airport, Dhaka.
- Chief Accounts Officer, Dhaka South City Corporation, Dhaka.
- Staff Officer to the Chief Executive Officer, Dhaka South City Corporation, Dhaka.
- System Analyst, Dhaka South City Corporation, Dhaka (with the request to upload the Office Order in the DSCC's official website).
- Md. Shahjahan Mia, Accounts Assistant, Central Accounts Department of Dhaka South City Corporation, Dhaka.
- Office copy (File No.: 46.207.000.03.01.3801.1992, Dated: 09.07.1992)


Secretary

Dhaka South City Corporation