

Dhaka South City Corporation

Nagar Bhaban

Dhaka-1000, Bangladesh

www.dscc.gov.bd

Memo No.: 46.207.000.03.01.4279.2006- 607

Date: 30 Ashar 1433
14 July 2026

Office Order

Md. Arifuzzaman, Caretaker, Social Welfare, Cultural and Habitat Development Branch, Zone-02 of Dhaka South City Corporation, Dhaka, Bangladesh (Bearing Passport No. B00072043) has been granted earned leave (ex-Bangladesh) for travelling Saudi Arabia in order to perform Holy Umrah from 23th July 2026 to 7th August 2026 or nearer 15 (Fifteen) 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.

(Md. Joynul Abedin)
Secretary

Dhaka South City Corporation

Phone: +8802-223383507

Email: secretary@dscc.gov.bd

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

- Secretary, Ministry of Foreign Affairs (Attn: Director General- Consular, with the request to issue necessary Note Verbale).
- 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 Senior Secretary, Local Government Division, Bangladesh Secretariat, 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.
- Zonal Executive Officer, Zone-02, Dhaka South City Corporation.
- 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. Arifuzzaman, Caretaker, Social Welfare, Cultural and Habitat Development Branch, Zone-02 of Dhaka South City Corporation, Dhaka.
- Office copy (File No.: 46.207.000.03.01.4279.2006, Dated: 24.05.2006)

Secretary

Dhaka South City Corporation