

Dhaka Water Supply and Sewerage Authority  
Office of the Managing Director  
WASA Bhaban  
98, Kazi Nazrul Islam Avenue, Dhaka-1215.  
Website: [www.dwasa.org.bd](http://www.dwasa.org.bd)

গণপ্রজাতন্ত্রী বাংলাদেশ  
সংসদ নির্বাচন  
দেশের চারি  
আপনার হাতে

Memo No.-46.113.208.00.16.118.2015- 168

Date: 18.01.2026.

From : Deputy Secretary  
Administration Division-1  
Dhaka WASA.

To : Chief Accounts Officer  
Dhaka WASA.

Subject : Sanction of earned leave (Ex-Bangladesh leave) for 90(Ninety) days.

The undersigned is directed to convey the sanction of earned leave (Ex-Bangladesh leave) of Ms. Nasima Khatun, Accountant, Accountants Division, Dhaka WASA to meet with daughter and granddaughter in Australia from 05 February, 2026 to 05 May, 2026 or 90(Ninety) days from the actual date of departure under the following terms and conditions.

2. Terms and conditions :
  - a) All expenses including airfare shall be borne by Ms. Nasima Khatun.
  - b) She will not be allowed to stay abroad beyond the period mentioned above.
  - c) No part of her pay and allowance will be paid in foreign currency.
  - d) On her return to Bangladesh she will join the respective office.
3. This order is issued with the approval of the competent authority.

Sd/-

Noruzzaman Maingee  
Deputy Secretary  
Administration Division-1  
Dhaka WASA.

Phone: +88 02 55012407.

Date: 18.01.2026.

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

01. Senior Secretary, Ministry of Foreign Affairs, Dhaka (with a request to issue a note verbale)
02. H.E. High Commissioner, High Commission of the Government of Australia, Dhaka, Bangladesh.
03. High Commissioner, High Commission of the People's Republic of Bangladesh, Canberra, Australia.
04. Director General, Department of Immigration & Passport, Dhaka.
05. Deputy Managing Director (Human Resource & Admin./O&M/MP&D/Finance), Dhaka WASA.
06. Chief Engineer, Dhaka WASA.
07. Additional Chief Engineer (RP&D), Dhaka WASA.
08. Director, Hazrat Shahjalal International Airport, Dhaka.
09. Chief Training Officer / Chief Revenue Officer, Dhaka WASA.
10. Senior System Analyst (MIS /GIS), Computer Center, Dhaka WASA.
11. Deputy Secretary, ....., Dhaka WASA.
12. System Analyst (M.I.S & Billing). Dhaka WASA (w with request to take necessary measures related to e-document/e-GP on digital platform and upload to the Dhaka WASA website).
13. Maintenance Engineer (Network), M.I.S & Billing Division, Dhaka WASA (with request to take necessary measures related to e-GP on digital platform).
14. Ms. Nasima Khatun, Accountant, Accountants Division, Dhaka WASA.
15. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
16. P. A. to Managing Director, Dhaka WASA (for kind information to the Managing Director).
17. Record keeper, Administration Division-1/PIMS Cell, Admin Division-2, Dhaka WASA.
18. Office Copy.

  
18.01.26

Deputy Secretary (Admin.-1)  
Dhaka WASA.