

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

Memo No- 46.113.212.00.00.000.2026-1493

Date: 08-02-2026

From : Deputy Secretary (Admin-2)
Dhaka WASA.

To : Chief Accounts Officer
Dhaka WASA

Subject : Approval of Earned Leave (Ex-Bangladesh Leave) for 34 Days.

The undersigned is directed to convey the sanction of earned leave (Ex-Bangladesh leave) of Md Saiful Islam , Apprentice Pump Operator, MODS Zone-6 , Dhaka WASA to Perform Holy Umrah in **SAUDI ARABIA** from 17-02-2026 to 22-03-2026 or 34 days from the actual date of his departure under the following terms and conditions.

- a) All expenses including air fare shall be borne by himself.
 - b) No part of his pay and allowance will be paid in foreign currency.
 - c) He will not be allowed to stay abroad beyond the period mentioned above
 - d) On his return to Bangladesh he will join the respective office.
2. This order is issued with the approval of the competent authority.



08-02-2026

MD. IBRAHIM KHALIL
Deputy Secretary
Admin-2

Memo No- 46.113.212.00.00.000.2026-1493

Date: 08-02-2026

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

1. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
2. Manager, Hazrat Shahjalal International Airport/Duty Officer, Bangla Bandha, Benapole Check Post, Haridaspur, Jessore, Burimari Port, Bangladesh
3. Director General, Department of Immigration & Passport, Dhaka.
4. Deputy Managing Director (Human Resources & Administration), Dhaka WASA
5. Deputy Managing Director (Finance), Dhaka WASA
6. Deputy Managing Director (RP & D), Dhaka WASA
7. Deputy Managing Director (O & M), Dhaka WASA
8. Chief Engineer, Dhaka WASA
9. Commercial Manager, Dhaka WASA
10. Additional Chief Engineer, Dhaka WASA
11. Secretary, Dhaka WASA
12. Chief Revenue Officer, Dhaka WASA
13. Chief Accounts Officer, Dhaka WASA
14. System Analyst (MIS & Billing Department), Dhaka WASA, (Requesting adoption and publication of e-documents/e-GP democratic processes on digital platforms.)
15. Maintenance Engineer (Network), MIS & Billing Department (For taking necessary measures related to e-document/e-GP on digital platform)
16. P. A. to Managing Director, Dhaka WASA. (for kind information to the Managing Director)
17. Record Keeper, Administration Division-1, Dhaka WASA
18. PIMS Cell, Administration Division-I, Dhaka WASA.
19. Office copy.



08-02-2026

MD. IBRAHIM KHALIL
Deputy Secretary
Admin-2