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

গণভোট ২০২৬
সংসদ নির্বাচন
দেশের চাবি
আপনার হাতে

Memo No.-46.113.208.00.16.4300.2009- 325 Date: 03.02.2026.

From : Deputy Secretary
Administration Division-1
Dhaka WASA.

To : Chief Accounts Officer
Dhaka WASA.

Subject : Sanction of Earned leave (Ex-Bangladesh leave) for 20(Twenty) days.

The undersigned is directed to convey the approval of earned leave (Ex-Bangladesh leave) of Mr. Muhammad Mahbub Alam Al-Azad, Assistant Engineer (c.c.), SOC Division, Dhaka WASA to perform Holy Omrah in Kingdom of Saudi Arabia from 18.02.2026 to 09.03.2026 or 20(Twenty) 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 Mr. Muhammad Mahbub Alam Al-Azad.
   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 to the respective Office.
3. This order is issued with the approval of the competent authority.

Sd/-
Noruzzaman Maingee
Deputy Secretary (Admin.-1)
Dhaka WASA.
Phone: +88 02 55012407.

Memo No.-46.113.208.00.16.4300.2009- 325 Date: 03.02.2026.

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 verbal).
02. H.E. Ambassador, Embassy of the Kingdom of Saudi Arabia, Dhaka, Bangladesh.
03. H.E. Ambassador Embassy of the People's Republic of Bangladesh, Riyadh, Saudi Arabia.
04. Director General, Department of Immigration & Passport, Dhaka.
05. Deputy Managing Director (Human Resource & Admin./O&M/RP&D/Finance), Dhaka WASA.
06. Chief Engineer, Dhaka WASA.
07. Additional Chief Engineer (RP&D), Dhaka WASA.
07. Director, Hazrat Shahjalal International Airport, Dhaka.
08. Superintending Engineer, SMWC Circle, Dhaka WASA.
09. Chief Training Officer, Dhaka WASA.
10. Deputy Secretary (.....), Dhaka WASA.
11. Executive Engineer, SOC Division, Dhaka WASA.
12. System Analyst (M.I.S & Billing). Dhaka WASA (with request to upload to the Dhaka WASA website).
13. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.
14. Mr. Muhammad Mahbub Alam Al-Azad, Assistant Engineer (c.c.), SOC Division, Dhaka WASA.
15. P. A. to Managing Director, Dhaka WASA (for kind information to the Managing Director).
16. Record keeper/PIMS Cell, Administration Division-1, Dhaka WASA.
17. Office Copy.

03.02.26
Deputy Secretary (Admin.-1)
Dhaka WASA.