



Dhaka Water Supply and Sewerage Authority

Office of the Managing Director

WASA Bhaban

98, Kazi Nazrul Islam Avenue

Kawran Bazar, Dhaka-1215.

Website: www.dwasa.org.bd

Memo No-46.113.212.00.00.000.2026.1584

Date: 09.04.2026

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

To : Chief Accounts Officer
Dhaka WASA.

Subject : Approval of Earned Leave (Ex Bangladesh Leave) for 50 (Fifty) days.

The undersigned is directed to convey the sanction of earned leave (Ex Bangladesh Leave) of HAZRA AKTER (Passport No-A14943408), UDA, P&D (Water & Hydrology) Division, Dhaka WASA to perform Holy Hajj in SAUDI ARABIA from 18/04/2026 to 06/06/2026 or 50 (Fifty) days from the actual date of his departure under the following terms and conditions.

- All expenses including air fare shall be borne by herself
- No part of her pay and allowance will be paid in foreign currency.
- She will not be allowed to stay abroad beyond the period mentioned above.
- On his return to Bangladesh she will join the respective Office.

2. This order is issued with the approval of the competent authority.

Sd/-
S M Jahangir Hossan
Secretary
Dhaka WASA.

Memo No-46.113.212.00.00.000.2026.1584

Date: 09.04.2026

Copy forwarded for kind information and necessary action to :

01. Director General, Department of Immigration & Passport, Dhaka.
02. Manager, Hazrat Shahjalal International Airport./Duty Officer-Banglabandha/ Haridaspur/ Benapole Checkpost, Jessore, Bangladesh.
03. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka
04. Deputy Managing Director (Admin / O&M/ RP&D/ Finance), Dhaka WASA.
05. Chief Engineer, Dhaka WASA.
06. Secretary, Dhaka WASA.
07. Director, Hazrat Shahjalal International Airport, Dhaka.
08. Chief Revenue/ Chief Training Officer, Dhaka WASA.
09. System Analyst (MIS & Billing) Computer Center, Dhaka WASA (with request to upload to the Dhaka WASA website)
10. P. A. to Managing Director, Dhaka WASA (for kind information to the Managing Director).
11. PMIS Cell/Record keeper, Administration Division-1, Dhaka WASA.
12. HAZRA AKTER, UDA, P&D(Water & Hydrology) Division, Dhaka WASA.
13. Office copy.

Secretary
Dhaka WASA.