



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)

Memo No.- 46.113.208.00.16.4301.2009- 1137

Date: 10.05.2026.

From : Secretary  
Dhaka WASA.

To : Chief Accounts Officer  
Dhaka WASA.

Subject : Sanction of Earned leave (Ex-Bangladesh leave) for 11(Eleven) days.

The undersigned is directed to convey the approval of earned leave (Ex-Bangladesh leave) of Ms. Sharmin Akter, Assistant Engineer (c.c.), Procurement Division-2, Dhaka WASA to perform Holy Omrah in Kingdom of Saudi Arabia from 23.03.2026 to 02.04.2026 or 11(Eleven) days from the actual date of departure under the following terms and conditions.

2. Terms and conditions :

- All expenses including airfare shall be borne by Ms. Sharmin Akter.
- 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 her return to Bangladesh, she will join to the respective Office.

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

Sd/-

S M Jahangir Hossan

Secretary

Dhaka WASA.

Phone: +88 02 55012409.

Date: 10.05.2026.

Memo No.- 46.113.208.00.16.4301.2009- 1137

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

- Senior Secretary, Ministry of Foreign Affairs, Dhaka (with a request to issue a note verbal).
- ~~H.E. Ambassador, Embassy of the Kingdom of Saudi Arabia, Dhaka, Bangladesh.~~
- H.E. Ambassador Embassy of the People's Republic of Bangladesh, Riyadh, Saudi Arabia.
- Director General, Department of Immigration & Passport, Dhaka.
- Deputy Managing Director (Human Resource & Admin./O&M/RP&D/Finance), Dhaka WASA.
- Chief Engineer, Dhaka WASA.
- Additional Chief Engineer (RP&D), Dhaka WASA.
- Director, Hazrat Shahjalal International Airport, Dhaka.
- Superintending Engineer, RPE&M Circle, Dhaka WASA.
- Chief Training Officer, Dhaka WASA.
- Deputy Secretary (.....), Dhaka WASA.
- Executive Engineer, Procurement Division-2, Dhaka WASA.
- System Analyst (M.I.S & Billing). Dhaka WASA (with request to upload to the Dhaka WASA website).
- Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.
- Ms. Sharmin Akter, Assistant Engineer (c.c.), Procurement Division-2, Dhaka WASA.
- P. A. to Managing Director, Dhaka WASA (for kind information to the Managing Director).
- Record keeper/PIMS Cell, Administration Division-1, Dhaka WASA.
- Office Copy.

10.05.2026  
Secretary  
Dhaka WASA.