Dhaka Water Supply and Sewerage Authority

Office of the Managing Director
Administration Division-02
WASA Bhaban
98, Kazi Nazrul Islam Avenue, Kawran Bazar, Dhaka-1215.
Website: www.dwasa.org.bd

Memo No: 46.113.212.00.00.000.2026.3041 Date: 26, 10, 202

From : Secretary
Dhaka WASA.

To : Chief Accounts Officer
Dhaka WASA.

Subject : Approval of Earned Leave (Ex-Bangladesh Leave) for 14 (Fourteen) days.

The undersigned is directed to convey the sanction of earned leave (Ex-Bangladesh Leave) of **Mr. MD SHAHIN (Passport No: A13622976)**, Pump Operator, Mods Zone-07, Dhaka WASA to perform Umrah in **SAUDI ARABIA** from 28.10.2026 to 10.11.2026 or 14 (Fourteen) days from the actual date of his departure under the following terms and conditions.

a) All expenses including airfare 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.

26.10.2026

Muhammad Abdul Hye Milton
Secretary
Dhaka WASA.

Memo No: 46.113.212.00.00.000.2026.3041 Date: 26, 10, 2026.

Copy forwarded for kind information and necessary action to :

01. Director General, Department of Immigration & Passports, Dhaka.
02. Manager, Hazrat Shahjalal International Airport.
03. Duty Officer, Banglabandha/ Haridaspur/Benapole Check post, Jessore, Bangladesh.
04. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
05. Deputy Managing Director (Admin / O&M/ RP&D/ Finance), Dhaka WASA.
06. Chief Engineer, Dhaka WASA.
07. Director, Hazrat Shahjalal International Airport, Dhaka.
08. Chief Revenue Officer/ Chief Training Officer, Dhaka WASA.
09. System Analyst MIS & Billing Department, Dhaka WASA (with request to Publish in Dhaka WASA website).
10. P. A. to Managing Director, Dhaka WASA (for kind information of the Managing Director).
11. PMIS Cell/Record keeper, Administration Division-01, Dhaka WASA.
12. Mr Md. Shahin, PO, Mods Zone-07, Dhaka WASA.
13. Office copy.

26.10.2026

Secretary
Dhaka WASA