Dhaka Water Supply and Sewerage Authority
Office of the Managing Director
WASA Bhaban
98, Kazi Nazrul Islam Avenue, Karwan Bazar, Dhaka-1215.
www.dwasa.org.bd

Memo No.-46.113.208.00.16.118.2015- 2685 Date: 28.10.2026.

From : Secretary
Dhaka WASA.

To : Chief Accounts Officer
Dhaka WASA.

Subject : Sanction of earned leave (Ex-Bangladesh leave) for 60(Sixty) days.

The undersigned is directed to convey the sanction of earned leave (Ex-Bangladesh leave) of Ms. Nasima Khatun, Accountant, Accountans Division, Dhaka WASA to meet with her daughter and grand daughter in Australia from 17 January, 2027 to 17 March, 2027 or 60(Sixty) 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 Ms. Nasima Khatun.
   b) She will not be allowed to stay abroad beyond the period mentioned above.
   c) No part of her pay and allowance will be paid in foreign currency.
   d) On her return to Bangladesh she will join the respective office.

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

Sd/-
(Muhammad Abdul Hye Milton)
Secretary
Dhaka WASA
Phone: +88 02 55012409.

Memo No.-46.113,208.00.16.118.2015- 2685 Date: 28 .01.2026.

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 verbale)
02. H.E. High Commissioner, High Commission of the Government of Australia, Dhaka, Bangladesh.
03. High Commissioner, High Commission of the People's Republic of Bangladesh, Canberra, Australia.
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.
08. Director, Hazrat Shahjalal International Airport, Dhaka.
09. Chief Training Officer / Chief Revenue Officer, Dhaka WASA.
10. Senior System Analyst (MIS /GIS), Computer Center, Dhaka WASA.
11. Deputy Secretary, ..., Dhaka WASA.
12. System Analyst (M.I.S & Billing). Dhaka WASA (w with request to take necessary measures related to e-document/e-GP on digital platform and upload to the Dhaka WASA website).
13. Maintenance Engineer (Network), M.I.S & Billing Division, Dhaka WASA (with request to take necessary measures related to e-GP on digital platform).
14. Ms. Nasima Khatun, Accountant, Accountans Division, Dhaka WASA.
15. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
16. P. A. to Managing Director, Dhaka WASA (for kind information to the Managing Director).
17. Record keeper, Administration Division-1/PIMS Cell, Admin Division-2, Dhaka WASA.
18. Office Copy.

Secretary 28.10.2026
Dhaka WASA.