



“শেখ হাসিনার উদ্যোগ - ঘরে ঘরে বিদ্যুৎ”

কোল পাওয়ার জেনারেশন কোম্পানি বাংলাদেশ লিমিটেড (সিপিজিসিবিএল)  
Coal Power Generation Company Bangladesh Limited (CPGCBL)  
(An Enterprise of Government of the People's Republic of Bangladesh)  
“আলোকিত দেশ, যত্নে পরিবেশ”



Memo No: 27.32.0000.007.50.081.19-456

Date: 14/09/2023

## “Office Order”

Mr. Swapon Chandra Das (ID: 27.32.01.0071), Assistant Manager (Accounts/Finance) of Coal Power Generation Company Bangladesh Limited (CPGCBL) is hereby released from CPGCBL on 14/09/2023 (Afternoon) to visit **India** under Ex-Bangladesh leave for visiting historical and sightseeing places from 15/09/2023 to 23/09/2023 or 09 (Nine) days from the start of journey (including travel time) under following terms and conditions:

1. This visit will be guided by the terms and conditions of Office Order issued by CPGCBL (Memo No:- 27.32.0000.007.50.081.19-271; Date: 04/06/2023);
2. There will be no connection with CPGCBL for this travelling expenses. All expenses will be borne by him;
3. He will not stay abroad beyond the approved period;
4. The above leave will be treated as leave on full average pay.

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

As Directed-

*M. Rahman*  
14.09.23

(Muhammad Matiur Rahman)

DGM (HR & Admin)

Email: cpgeblhr@gmail.com

### Distribution: (kind information and necessary action):

1. Mr. Swapon Chandra Das, Assistant Manager (Accounts/Finance), CPGCBL, Dhaka

### Copy for kind information and necessary action: (Not according to Seniority):

2. Managing Director, CPGCBL, Dhaka.
3. Executive Director (Finance/P&D/Project), CPGCBL, Dhaka.
4. Director General, Immigration and Passport, Dhaka.
5. High Commissioner, High Commission of India in Dhaka.
6. Chief Engineer (P&D) (In charge), CPGCBL, Dhaka.
7. Immigration Officer, Hazrat Sahjalal International Airport, Dhaka.
8. Deputy General Manager (Accounts-Finance/Audit), CPGCBL, Dhaka.
9. Mr. Mohammad Alam Shikdar, Assistant Manager (Accounts), CPGCBL, Dhaka [Until the return of Mr. Swapon Chandra Das, Assistant Manager (Accounts/Finance), you are instructed to perform his duties at CPGCBL in addition to your regular duties]
10. Assistant Programmer, CPGCBL, Dhaka (requested to upload the office order at CPGCBL website)
11. Master Copy/Personal File.

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