



Memo No: 27.32.0000.007.50.015.041-0127

Date: 02-04-2024

### **“Office Order”**

Mr. Sheikh Sazzadur Rahman, Deputy Manager (HRM/Admin) of Coal Power Generation Company Bangladesh Limited (CPGCBL) is hereby released from CPGCBL on 04-04-2024 (Morning) to visit Saudi Arabia under Ex-Bangladesh leave for performing the Holy Umrah from 04-04-2024 to 18-04-2024 (including travel time) under following terms and conditions:

1. This visit will be guided by the terms and conditions of Government Order (GO) issued by Power Division (Memo No:-27.00.0000.089.25.011.23.73; Date: 20/03/2024);
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-

*Muhamma*  
02.04.24

(Muhammad Matiur Rahman)  
Deputy General Manager  
(HRM & Admin)  
E-mail: cpgcblhr@gmail.com

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

1. Mr. Sheikh Sazzadur Rahman, Deputy Manager (HRM/Admin) CPGCBL, Dhaka.

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

1. Managing Director, CPGCBL, Dhaka.
2. Ambassador, Embassy of Saudi Arabia in Dhaka.
3. Director General, Immigration and Passport, Dhaka.
4. Executive Director (Finance/P&D/Project), CPGCBL, Dhaka.
5. Deputy Secretary (Company Affairs-2), Power Division, Dhaka.
6. Immigration Officer, Hazrat Sahjalal International Airport, Dhaka.
7. Deputy General Manager (Accounts-Finance/Audit), CPGCBL, Dhaka.
8. Assistant Programmer, CPGCBL, Dhaka (*requested to upload the office order at CPGCBL website*).
9. Master Copy/Personal File.