



Memo No: 27.32.0000.007.50.081.19-271

Date: 04/06/2023

“Office Order”

The Undersigned is directed to convey the approval for leave (Ex-Bangladesh) of Mr. Swapon Chandra Das (ID: 27.32.01.0071), Assistant Manager (Accounts/Finance), Corporate Office, Coal Power Generation Company Bangladesh Limited (CPGCBL), Dhaka for Pilgrimage and visit to historical and sightseeing places in India from 15/09/2023 to 23/09/2023 or 09 (Nine) days from the start of journey (including travel time).

02. Terms & Conditions:

- All expenses will be borne by him;
- He will draw his pay and allowances in local currency;
- He will not stay abroad beyond the approved period;
- The Ex-Bangladesh leave will be adjusted/deducted from his accumulated earned leave;

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

M. Rahman

04.06.2023

(Muhammad Matiur Rahman)

Deputy General Manager (HR & Admin)

Email: cpgcblhr@gmail.com

Distribution: (kind information and necessary action):

- Mr. Swapon Chandra Das, Assistant Manager (Accounts/Finance), CPGCBL, Dhaka [You are instructed to hand-over your charges to Mr. Mohammad Alam Shikdar, Assistant Manager (Accounts), CPGCBL, Dhaka]

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

- Managing Director, CPGCBL, Dhaka.
- Executive Director (Finance/P&D/Project), CPGCBL, Dhaka.
- Chief Engineer (P&D) (In charge), CPGCBL, Dhaka.
- Company Secretary, CPGCBL, Dhaka.
- Deputy General Manager (Accounts-Finance/Audit), CPGCBL, Dhaka.
- 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]
- Assistant Programmer, CPGCBL, Dhaka (requested to upload the office order at CPGCBL's website).
- Master Copy/Personal File.

(Signature)