Bangladesh Water Development Board
Office Of The Additional Director
General(Admin)
Pani Bhaban, 72 Green Road, Dhaka-1205.
www.bwdb.gov.bd

Record Number: 42.01.0000.000.022.25.0511.23.377 Date: 19/11/2026

Office Order

In accordance with the order of the Prime Minister's Office, Letter Number. 03.069.025.06.00.003.3011-144(500), Dated: 19-06-2011 Mr. Md. Abul Kalam Shojeeb (ID No. 960925001) (Passport No. A15674762), Office Assistant Cum-Computer Typist, Directorate of Personnel, Bangladesh Water Development Board, Dhaka has been granted permission to visit to Colombo, Sri Lanka to attend on the "Workshop on Occupational Safety and Health (OSH): Addressing Extreme Weather and Climate Risks through Trade Union Action work" held by International Labour Organization (ILO) for 04 (four) days from 22-11-2026 to 25-11-2026 or the date of commencement of his journey.

2. The terms and conditions are as follows:-

(a) International Training Centre of ILO will bear all the expenses of this visit;

(b) There will be no financial involvement of BWDB or Bangladesh Government to this visit;

(c) He will not be allowed to extend his leave;

(d) He will draw his pay and allowances in local currency;

(e) He must show the expenses of this travel in his income tax return;

(f) He will start his travel taking approval of Earned Leave from the competent authority; and

(g) The provisions of Rule 34 of Appendix-VIII of B.S.R. (Part-I), will be applicable in case of enjoying this Leave.

3. This order has been issued with the approval of the competent authority.

19-11-2026
Prodip Kumar Basak
Deputy Director (Admin) (A. C.)
Phone : 02222230021

Record Number: 42.01.0000.000.022.25.0511.23.377/1 (10) Date: 19/11/2026

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Copy for Kind Information and Necessary Action (Not in the order of seniority):

1. Director General, Immigration and Passport, Agargaon, Dhaka.
2. Director, Immigration, Hazrat Shahjalal International Airport, Dhaka/Sha Amanat International Airport, Chattogram/Osmani International Airport, Sylhet.
3. Director, Directorate Of Personnel, Bangladesh Water Development Board.
4. Director (Board), Board Secretariat, Bangladesh Water Development Board.
5. CSO to DG, Office of the Director General, Bangladesh Water Development Board, Dhaka.
6. Senior System Analyst, Central ICT Directorate, Bangladesh Water Development Board, Dhaka.
7. Officer-in-Charge, Immigration, Hazrat Shahjalal International Airport, Dhaka/Land Port, Benapole, Jes sore/Hili, Dinajpur/Darshana, Chuadanga Sona Masjid, Chapainawabganj/Bhomra Port, Satkhira/Bangla bandha Port, Panchagarh/Burimari, Lalmonirhat.
8. Personal Assistant, Office of the ADG (Admin), Bangladesh Water Development Board, Dhaka.
9. Mr. Md. Abul Kalam Shojeeb, Office Assistant Cum-Computer Typist, Directorate of Personnel, Bangl adesh Water Development Board, Dhaka.
10. Office Copy/Master Copy.

19-11-2026
Mohammad Fazlur Rahman
Senior Assistant Director
(Administration)

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