



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

**Record Number:** 42.01.0000.022.25.509.23.8

**Date:** 02/10/2023

**Office Order**

Bangladesh Water Development Board has been pleased to give permission (Ex-Bangladesh Leave) Mr. Shofiq Ahmed Chowdhury (ID No. 720315001), BWDB Training Institute, Bhagyakul, Munshigong for travelling to Thailand for 04 (four) days starting from 08-10-2023 or the date of commencement of his journey. The leave is granted to attend workshop on International Labour Standards, Labour Market Institution and Opportunities for ILS arranged by ILO, Thailand.

2. The terms and conditions are as follows:

All the expenses of this visit will be borne by himself;

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

He will not be allowed to extend his leave;

He will draw his pay and allowances in local currency;

He must show the expenses of this travel in his income tax return; and

In case of enjoying this leave, according to the provisions of Rule 34 of Appendix-VIII of B.S.R. (Part-I), the Leave must be started within 35 (thirty five) days from the date of sanction of leave.

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

02-10-2023

Syed Mahbubul Haque  
Deputy Director (Admin)  
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bwdbmahbub@gmail.com

**Record Number:** 42.01.0000.022.25.509.23.8/1 (10)

**Date:** 02/10/2023

(Not in the order of

Copy for Kind Information and Necessary Actions seniority)

:

1. Senior Secretary, Office of the Foreign Secretary, Ministry of Foreign Affairs, Dhaka;
2. Director General, Immigration and Passport, Agargaon, Dhaka.;
3. Director Immigration, Hazrat Shahjalal International Airport, Dhaka.;
4. CSO to DG, Office of the Director General, Bangladesh Water Development Board;
5. Senior System Analyst , Central ICT Directorate , Bangladesh Water Development Board;
6. Officer-in-Charge, Immigration, Hazrat Shahjalal International Airport, Dhaka;
7. Deputy Director/Accounts Officer, Dhaka Regional Accounts Center (RAC), BWDB, Dhaka;
8. Mr. Shofiq Ahmed Chowdhury, BWDB Training Institute, Bhagyakul, Munshigong;
9. Personal Assistant, Office of the ADG(Admin), Bangladesh Water Development Board and
10. Office Copy/Master Copy.



A handwritten signature in black ink, appearing to read 'Prodip Kumar Basak', located above the date.

02-10-2023

Prodip Kumar Basak  
Assistant Director (Admin-1)