



BANGLADESH-CHINA POWER COMPANY (PVT.) LIMITED

ISO 9001:2015, ISO 14001:2015 & ISO 45001: 2018 Certified

(A Joint Venture of CMC and NWPGL)

UTC Building (Level # 5), 8 Panthapath, Kawran Bazar, Dhaka-1215, Bangladesh.
Phone No. 48118307,48118308, Web: www.bcpcl.org.bd, E-mail:info@bcpcl.org.bd

Memo No: 983(a)/BCPCL/Corp./HR & Admin/Ex-Bangladesh Leave (Part-02)/2023

Date: 30.11.2023

Office Order

Mrs. Tabassum Fatima Kabir (EID-01-2017-0003), Sub-Divisional Engineer, Payra 1320 Thermal Power Plant (Working at Corporate Office on deputation) of Bangladesh-China Power Company (Pvt.) Limited (BCPCL) is hereby granted Ex-Bangladesh leave to visit Canada with her husband and daughter for the purpose of her husband's higher study from 18.12.2023 to 15.02.2024 or 60 (sixty) days from the date of commencement of actual journey (Including Travel Time) Under following Terms and Conditions:-

- All the related expenses of the travel shall be borne by her. There will be no connection with Bangladesh Government / Bangladesh-China Power Company (Pvt.) Limited for this traveling expense;
- No part of her pay and allowances shall be paid in foreign currencies;
- She will return to Bangladesh after enjoying this leave and the duration of her overseas stay shall by no means be extended further;
- From the 60 (sixty) days Ex-Bangladesh Leave, 36 (thirty-six) days shall be considered as leave on full average pay and 24 (twenty-four) days shall be considered as Extra-ordinary Leave without pay due to not having available Earned leave Balance in the leave account of the incumbent.

In absence of her, Mr. Sakib Tanvir, XEN-in -charge (P&D), Corporate Office of BCPCL will hold the charge of Mrs. Tabassum Fatema Kabir, Sub-Divisional Engineer of BCPCL.

This order has been issued as per clause-40 of Employees Service Rules-2022 of BCPCL.

By Approval,

(Mohammad Kamal Hossain)

Manager (HR & Admin)

Bangladesh-China Power Company (Pvt.) Ltd.

Kamal.hossain@bcpcl.org.bd

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Memo No:952/BCPCL/Corp./HR & Admin/Ex-Bangladesh Leave (Part-02)/2023

Date: 30.11.2023

Copy for information and necessary action :(Not in the order of Seniority)

- Managing Director, Bangladesh-China Power Company (Pvt.) Limited (BCPCL), Dhaka.
- His Excellency High Commissioner, High Commission of Canada, Dhaka, Bangladesh,
- Chief Financial Officer, Bangladesh-China Power Company (Pvt.) Limited (BCPCL), Dhaka.
- Plant Manager, Payra 1320 MW Thermal Power Plant, BCPCL.
- Administrative-In-charge, Bangladesh-China Power Company (Pvt.) Limited, Dhaka.
- Company Secretary, Bangladesh-China Power Company (Pvt.) Limited (BCPCL), Dhaka.
- General Manager (A&F), Bangladesh-China Power Company (Pvt.) Limited, Dhaka.
- DGM (HR & Admin), Corporate Office of Bangladesh-China Power Company (Pvt.) Limited (BCPCL), Dhaka.
- Deputy General Manager (HR & Admin), Payra 1320 MW Thermal Power Plant, BCPCL.
- Director General, Department of Immigration and Passport, Agargaon, Dhaka.
- Director, Hazrat Shahjalal International Airport, Dhaka.
- Mr. Sakib Tanvir, XEN-in-charge (P&D), Corporate Office of BCPCL, Dhaka.
- Mrs. Tabassum Fatima Kabir, Sub-Divisional Engineer, Payra 1320 Thermal Power Plant (Working at Corporate Office on deputation) of BCPCL.
- PS to MD, Bangladesh-China Power Company (Pvt.) Limited (For Kind attention of the Managing Director of BCPCL)
- Assistant Engineer (ICT), Bangladesh-China Power Company (Pvt.) Limited (With a request to publish the office order in the company's website)
- Office Copy/Master copy/Personal File.

(Safiqul Islam Shawon)

Assistant Manager (HR & Admin)

Corporate Office, BCPCL.

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