

No14.35.0000.020.08.086.19/293

Date: 29 August, 2022

Office Order


Subject: Permission of Ex-Bangladesh Leave.

Mrs. Thamina Khatun (Employee ID-1110506 & valid passport no-D00010623), Additional General Manager of Finance & Accounts Department (main charge) and General Manager of Marketing & VAS Department (additional charge) has been granted annual leave (Ex-Bangladesh) to go to United State of America (U.S.A) for the purpose of her daughter's University admission process for a period of 17 (Seventeen) days from 13 September, 2022 to 29 September, 2022 or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mrs. Thamina Khatun.
2. Any over stay in abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. 17 (Seventeen) days leave will be adjusted from her annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mrs. Thamina Khatun will be released from her post after handing over the charge of Additional General Manager, Finance & Accounts to Md. Khairul Amin, Additional General Manager, General Manager, Marketing & VAS (additional charge) post will be look after by Mr. A. M. Akhtarul Islam, General Manager. She will join her own post after availing of the leave and report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of her passport to this office.

This letter is issued with the approval of Managing Director, TBL.


29.08.2022
(Sadan Kumar Das)
General Manager (Admin)

For kind information & necessary action; (Not according to seniority):

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: CS of TBL).
2. Director General, Passport & Immigration, Agargaon, Dhaka.
3. Director, Hazrat Shahjalal International Airport, Dhaka.
4. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
6. General Manager, Finance & Accounts, TBL.
7. Mr. A. M. Akhtarul Islam, General Manager, P&I dept., TBL.
8. Mrs. Thamina Khatun, Addl. GM, Finance & Accounts dept., TBL.
9. Mr. Md. Khairul Amin, Addl. GM, Finance & Accounts dept., TBL.
10. PS to Managing Director, TBL (For kind information, Managing Director, TBL).
11. Personal file.
12. Office Copy.