

No14.35.0000.020.08.086.19/297

Date: 22 September, 2022

Office Order

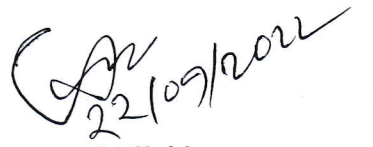
Subject: Permission of Ex-Bangladesh Leave.

Mr. Sujan Kumar Biswas (Employee ID-1220681 & valid passport no-EB0510954), Assistant Manager of Marketing & VAS Department has been granted annual leave (Ex-Bangladesh) to go to India for the purpose of medical/treatment for a period of 23 (Twenty-Three) days from 21 September, 2022 to 13 October, 2022 or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by himself.
2. Any over stay in abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. 23 (Twenty-three) days leave will be adjusted from his accumulated annual leave of 60 days.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Sujan Kumar Biswas will be released from his post after handing over the charge to Md. Ashiqur Rahman, Assistant Manager of Marketing & VAS Department. He will join his 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 his passport to this office.

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


(Ahammed Ullah)
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, Marketing & VAS, TBL.
7. Mr. Sujan Kumar Biswas, AM, Marketing & VAS, TBL.
8. Mr. Md. Ashiqur Rahman, AM, Marketing & VAS, TBL.
9. PS to Managing Director, TBL (For kind information, Managing Director, TBL).
10. Personal file.
11. Office Copy.