

No: 14.35.0000.020.08.066.16/105

Date: 24-January-2017

**Office Order**

**Subject: Permission of Ex-Bangladesh Leave.**

Management of Teletalk Bangladesh Limited has granted the ex-Bangladesh leave of Mr. Md. Raisul Ferdous Akanda, Executive, Sales & Distribution and Customer Relation Management, Teletalk Bangladesh Limited to visit India along with his family from February 09, 2017 to February 12, 2017 for 04 (Four) days or from the date of availing the leave under following conditions:

1. All cost of the stay will be borne by Mr. Md. Raisul Ferdous Akanda.
2. Over stay will be treated as misconduct.
3. The 04 (Four) days leave will be adjusted from his annual leave.
4. Annual leave will not be extended further.

Mr. Md. Raisul Ferdous Akanda will be released from his post after handing over the charge to Mr. Riaz Uddin Akhanjee, Executive, Sales & Distribution and Customer Relation Management and will join his post after the leave and must report to Admin department of TBL through proper channel. He will also submit photocopy of relevant pages (with arrival & departure seal) of his passport to this office.

  
(Kazi Fazlul Haque)  
General Manager (Admin)

**For kind information & necessary action:**

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: CS of TBL).
2. Director General, Passport & Immigration, Agargaon, Dhaka.
3. Director, Hazrat Shahajalal International Airport, Dhaka.
4. Officer in Charge (Immigration), Hazrat Shahajalal International Airport Dhaka.
5. Controller of Foreign Exchange Bangladesh Bank, Dhaka.
6. Managing director, TBL.
7. General Manager, S & D and CRM, TBL.
8. General Manager, IT & Billing, TBL. ( requested to take necessary steps to update the concern information in TBL website)
9. Company Secretary, TBL.
10. Mr. Md. Raisul Ferdous Akanda, Executive, S & D and CRM, TBL.
11. Mr. Riaz Uddin Akhanjee, Executive, S & D and CRM, TBL
12. Personal file.
13. Office Copy.