

No: 14.35.0000.020.08.066.16/82

Date: 10-November-2016

Office Order

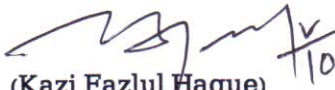
Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited has granted the ex-Bangladesh leave of Ms. Afrin Akhter, Assistant Manager, IT & Billing, Teletalk Bangladesh Limited to visit Malaysia and Singapore from November 20, 2016 to December 04, 2017 for 15 (Fifteen) days or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Ms. Afrin Akhter.
2. Over stay will be treated as misconduct.
3. The 15 (Fifteen) days leave will be adjusted from her annual leave.

Ms. Afrin Akhter will be released from her post handing over the charge to Mr. Wohidur Rahman, Assistant Manager, IT & Billing and will join her post after the leave and must report to Admin department of TBL through proper channel. She will also submit photocopy of relevant pages (with arrival & departure seal) of her passport to this office.

This letter has been issued with the approval of Managing Director, Teletalk Bangladesh Limited.


(Kazi Fazlul Haque)
Deputy General Manager (Admin)

For kind information & necessary action:

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: CS toTBL).
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. General Manager, It & Billing, TBL.
7. General Manager, IT & Billing, TBL. (requested to take necessary steps to update the concern information in TBL website)
8. Company Secretary, TBL.
9. Afrin Akhter, Assistant Manager, IT & Billing, TBL.
10. Mr. Wohidur Rahman, Assistant Manager, Admin, TBL.
11. Personal file.
12. Office Copy.