

No: 14.35.0000.020.08.036.17/89

Date: 19-September-2017

Office Order


Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited has granted the ex-Bangladesh leave of Ms. Farzana Islam, Associate, Sales, Distribution and CRM, Teletalk Bangladesh Limited to visit Malaysia from September 26, 2017 to October 05, 2017 for 10 (Ten) days or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Ms. Farzana Islam.
2. Over stay will be treated as misconduct.
3. 10 (Ten) days leave is adjusted from his annual leave.

Ms. Farzana Islam will be released from her post on local arrangement 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)
General Manager (Admin)
19.9.17

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. He is requested to take necessary steps to update the concern information in TBL website.
9. Company Secretary, TBL
10. Ms. Farzana Islam, Associate, S & D and CRM, TBL.
11. Personal file.
12. Office Copy.