

No14.35.0000.020.08.001.20/54

Dated: 18 March, 2021

Office Order

Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave to Mr. Sujan Kumar Biswas, Executive (on probation) of Marketing & VAS department of TBL to visit India for his Mother's treatment purpose for 07 (Seven) days from 19 March, 2021 to 25 March, 2021 or from the date of availing the leave under following conditions:

- All cost of the journey will be borne by Mr. Sujan Kumar Biswas.
- He will start his journey for India on a convenient date near to March 19, 2021.
- Over stay in abroad will be treated as misconduct.
- He will draw his usual pay and allowances from TBL in local currency.
- This 07 (Seven) days leave will be treated as without pay.

Mr. Sujan Kumar Biswas will be released from his post on local arrangement. He will join his own post after availing the leave and must report to admin department of TBL. He will also submit photocopy of relevant pages (with arrival & departure seal) of his passport to this office.

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

(Handwritten signature and date: 18/03/21)

(SK. Wahiduzzaman)
General Manager (Admin)

For kind information & necessary action:

- Chairman, TBL & Secretary, PTD, MOPTIT (Attn: CS of TBL).
- Director General, Passport & Immigration, Agargaon, Dhaka.
- Director, Hazrat Shahjalal International Airport, Dhaka.
- Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
- Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
- Managing Director, TBL.
- General Manager, Marketing & VAS, TBL.
- General Manager, IT & Billing, TBL. He is requested to take necessary steps to upload the Office Order in TBL website.
- Company Secretary, TBL.
- Mr. Sujan Kumar Biswas, Executive, Marketing & VAS, TBL.
- Personal file.
- Office Copy.