

No14.35.0000.020.08.075.19/384

Date: 31 October, 2021

Office Order

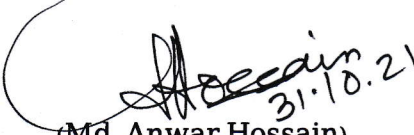
Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave to Mr. Md. Ataur Rahman (passport no-BX0248848), Executive of Sales, Distribution & CRM of TBL to visit Saudi Arab for performing Umrah Hajj purpose for 25 (Twenty-Five) days from 01 November, 2021 to 25 November, 2021 or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mr. Md. Ataur Rahman.
2. Over stay in abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. 25 (Twenty-Five) days leave will be adjusted from his annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Md. Ataur Rahman will be released from his post after handing over the charge to Mr. Anumo Dharshi Tanchangya, Executive (6221) of Sales, Distribution & CRM of TBL. 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.


(Md. Anwar Hossain)
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. Managing Director, TBL.
7. General Manager, Sales, Distribution & CRM, TBL.
8. General Manager, Finance & Accounts, TBL.
9. Company Secretary, TBL.
10. Mr. Md. Ataur Rahman, Executive Sales, Distribution & CRM, TBL.
11. Mr. Anumo Dharshi Tanchangya, Executive, Sales, Distribution & CRM, TBL.
12. Personal file.
13. Office Copy.