

No14.35.0000.020.08.092.18/44

Date: 28 January, 2021

Office Order

Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave to **Mr. Md. Mamun Molla**, Executive of 3G (Phase-II) Project of TBL to visit **India** for his parents treatment purpose for **09 (Nine) days** from **31 January, 2021 to 08 February, 2021** or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mr. Md. Mamun Molla.
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. 09 (Nine) days leave will be adjusted from his annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Md. Mamun Molla 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.

S. M. Saidul Islam
28/01/2021

(S. M. Saidul Islam)
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 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. Project Director, 3G (Phase-II) Project, TBL.
8. General Manager, IT & Billing, TBL. He is requested to take necessary steps to upload the Office Order in TBL website.
9. Company Secretary, TBL.
10. Mr. Md. Mamun Molla, Executive, 3G (Phase-II) Project, TBL.
11. Personal file.
12. Office Copy.