

No: 14.35.0000.020.08.075.16/40

Date: 08-September-2016

Office Order

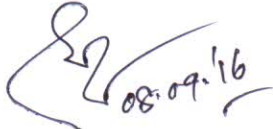
Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited has granted the ex-Bangladesh leave of Mr. Abu Raihan Md. Al kauser, Deputy Manager, Sales and Customer Relation Management, Teletalk Bangladesh Limited to visit India for treatment of his child from September 15, 2016 to September 29, 2016 for 15 (Fifteen) days or from the date of availing the leave.

1. All cost of the stay will be borne by Mr. Abu Raihan Md. Al kauser. No cost of the same will be borne by Teletalk Bangladesh Limited or Government of Bangladesh.
2. No part of his salary will be paid in foreign currency.
3. Over stay will be treated as misconduct.
4. The 15 (Fifteen) days leave will be adjusted from his annual leave.

Mr. Abu Raihan Md. Al kauser will be released from his post on local arrangement and will join his post after the leave and must report to Admin department of TBL through proper channel. 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, Teletalk Bangladesh Limited.



(Sk. Md. Masum)
Deputy Manager (Admin)

For kind information & necessary action:

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: PS to Secretary).
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, Sales & Distribution and CRM, 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. Mr. Abu Raihan Md. Al kauser, DM, Sales & Distribution and CRM, TBL.
10. Personal file.
11. Office Copy.