

No: 14.35.0000.020.31.089.16.58

Date: 07 June, 2017

Office Order

Subject: Visit to Italy and Hungary for Factory Inspection of equipments to be imported under Package-3 of M&E Project.

Management of Teletalk Bangladesh Limited (TBL) is pleased to nominate the following officials to visit Italy and Hungary from 11/06/2017 to 20/06/2017 (excluding travel time) to attend Factory Inspection of equipment to be imported under Package-3 of Modernization & Expansion Project of TBL (M&E Project).

SL.No	Name & Designation
01.	Mr. Kazi Mohammad Golam Quddus, Managing Director, TBL
02.	Mr. Provash Chandra Roy, Deputy General Manager, M & E Project
03.	Mrs Thamina Khatun, Deputy General Manager, Finance & Accounts (Finance)

The journey of the officials will be subject to the following conditions:-

1. All cost will be borne by Alcatel-Lucent.
2. The entire visit including travel time will be treated as on duty.
3. They will draw their pay and allowances in local currency.

Mr. Provash Chandra Roy, Deputy General Manager (M & E Project) will be released from his post by handing over his charge to Mr. Mohammad Rezaul Kabir, Deputy Project Director (M & E Project). Mrs Thamina Khatun, Deputy General Manager, Finance & Accounts (Finance) will be released from her post by handing over her charge to Mr. Md. Khairul Amin, Deputy General Manager, Finance & Accounts (Accounts). The above mentioned officials will join their own posts and will report to TBL management after returning back to Bangladesh within three days.

This letter is issued with the approval of Managing Director, Teletalk Bangladesh Limited.



(Targhibul Islam)
General Manager (Admin)

Distribution: (Not according to seniority)

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, TBL).
2. Managing Director, TBL.
3. Director General, Passport and Immigration, Agargaon, Dhaka.
4. Director, Hazrat Shahajalal International Airport, Dhaka.
5. Concerned General Managers, TBL.
6. General Manager, IT & Billing, TBL. With request to take necessary steps to update the concerned information in TBL website.
7. Company Secretary, TBL.
8. Officer in Charge (Immigration), Hazrat Shahajalal International Airport, Dhaka.
9. Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
10. Concerned officials, Teletalk Bangladesh Limited.
11. Md. Zahid Hossain Zuberi, Project Manager, Teletalk Modernization & Expansion Project, Alcatel-Lucent.
12. Personal File.
13. Office Record.