

No: 14.35.0000.020.08.075.16/77

Date: 11-December-2016

Office Order

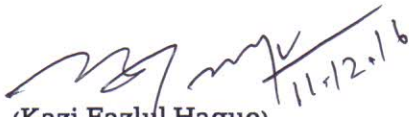
Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited has granted the ex-Bangladesh leave of Mr. Khirul Alam, Executive, Sales & Distribution and Customer Relation Management, Teletalk Bangladesh Limited to visit Singapore for medical check-up from December 18, 2016 to December 30, 2016 for 18 (Eighteen) days or from the date of availing the leave under following conditions:

1. All cost of the stay will be borne by Mr. Khirul Alam.
2. Over stay will be treated as misconduct.
3. The 18 (Eighteen) days leave will be adjusted from his annual leave.

Mr. Khirul Alam will be released from his post handing over the charge to Mohammad Mahmudur Rahman Akand, Executive, S & D and CRM, TBL 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.


(Kazi Fazlul Haque)
General Manager (Admin)

For kind information & necessary action:

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: CS to TBL).
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. Managing Director, TBL.
7. General Manager, S & D and CRM, TBL.
8. General Manager, IT & Billing, TBL. He is requested to take necessary steps to update the concern information in TBL website.
9. Company Secretary, TBL
10. Mr. Khirul Alam, Executive, S & D and CRM, TBL.
11. Mohammad Mahmudur Rahman Akand, Executive, S & D and CRM, TBL
12. Personal file.
13. Office Copy.