

No: 14.35.0000.020.08.036.17/192

Date: 09-January-2018

**Office Order**

**Subject: Permission of Ex-Bangladesh Leave.**


Management of Teletalk Bangladesh Limited has granted the ex-Bangladesh leave of Mr. M. M. Shakil Ahmed, Senior Executive, System Operations, Teletalk Bangladesh Limited to visit Saudi Arabia for performing Umrah Hajj from January 15, 2018 to February 03, 2018 for 20 (Twenty) days or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mr. M. M. Shakil Ahmed.
2. Over stay will be treated as misconduct.
3. 20 (Twenty) days leave is adjusted from his annual leave.

Mr. M. M. Shakil Ahmed 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.

Please note that, casual leave or weekly holidays are not allowed to be consumed with the stipulated annual leave period.

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 of 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, System Operations (Dhaka), 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. M. M. Shakil Ahmed, Senior Executive, System Operations (Dhaka), TBL.
11. Personal file.
12. Office Copy