

No: 14.35.0000.020.08.031.18/266

Date: 23 July, 2019

Office Order

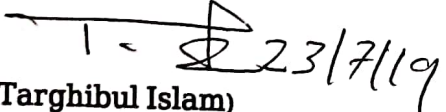
Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave of Mr. Md. Ibne Hassan, Senior Executive of Sales, Distribution & CRM of TBL to visit India for traveling purpose of 08 (Eight) days from 13 August, 2019 to 20 August, 2019 or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mr. Md. Ibne Hassan.
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. 08 (Eight) days leave will be adjusted from his annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Md. Ibne Hassan will be released from his post after handing over the charge to Mrs. Farzana Haq Liza, Senior Executive (6372). 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.


(Targhibul Islam)
Deputy 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. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
5. Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.
6. Managing Director, TBL.
7. General Manager, Sales, Distribution & CRM, 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. Ibne Hassan, SE, Sales, Distribution & CRM, TBL.
11. Mrs. Farzana Huq Liza, SE, Sales, Distribution & CRM, TBL.
12. Personal file.
13. Office Copy.