

No14.35.0000.020.08.086.19/52

Date: 08 December, 2019

Office Order

Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave of **Mr. Md. Khairul Amin**, Deputy General Manager of Finance & Accounts dept. of TBL to visit **Indonesia & Malaysia** for traveling purpose for **09 (Nine) days** from **20 December, 2019 to 28 December, 2019** or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mr. Md. Khairul Amin.
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. 09 (Nine) days leave will be adjusted from his annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Md. Khairul Amin will be released from his post on local arrangement and his responsibilities handing over by internal principles of Finance & Accounts dept. of TBL. 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.

 08/12/19

(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, Finance & Accounts, 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. Khairul Amin, Deputy General Manager, Finance & Accounts, TBL
11. Personal file.
12. Office Copy.