

No: 14.35.0000.020.08.092.18/06

Date: 6th September, 2018

Office Order

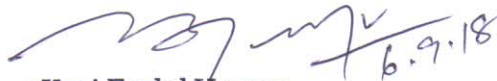
Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted **Ex-Bangladesh leave** of Mr. Md. Maksud Hossain, Deputy Manager of IT & Billing of TBL to visit India for his Father's in –Law treatment purpose from **16th September, 2018** or from the date of availing the leave for 15 (Fifteen) days leave under following conditions:

- All cost of the journey will be borne by Mr. Md. Maksud Hossain.
- Over stay in abroad will be treated as misconduct.
- He will draw his usual pay and allowances from TBL in local currency.
- 15 (Fifteen) days leave is adjusted from his annual leave.
- Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Md. Maksud Hossain will be released from his post after handing over the charge to Md. Wohidur Rahman, Assistant Manager IT & Billing, and will join his post after 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, 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. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
5. Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.
6. Managing Director, TBL.
7. General Manager, IT & Billing, 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. Md. Maksud Hossain, Deputy Manager, IT & Billing, TBL.
11. Mr. Md. Wohidur Raman, Assistant Manager, IT & Billing, TBL.
12. Personal file.
13. Office Copy.