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Date: 07 June, 2017

Office Order

Subject: Visit to Poland and Czech Republic for Factory Inspection of equipments to be imported under Package-2 of M&E Project.

Management of Teletalk Bangladesh Limited (TBL) is pleased to nominate the following officials to visit Poland and Czech Republic from 11/06/2017 to 20/06/2017 (excluding travel time) to attend Factory Inspection of equipment to be imported under Package-2 of Modernization & Expansion Project of TBL (M&E Project).

SL.No	Name & Designation
01.	Mr. Mohammad Shah Alam, General Manager, Planning & Implementation
02.	Mr. Md Habibur Rahman, General Manager, Marketing & VAS
03.	Mr. Mamunur Rashid, Deputy General Manager, System Operations

The journey of the officials will be subject to the following conditions:-

1. All cost will be borne by Nokia Solutions and Networks Bangladesh Limited.
2. The entire visit including travel time will be treated as on duty.
3. They will draw their pay and allowances in local currency.

Mr. Mohammad Shah Alam, General Manager (Planning & Implementation) will be released from his post by handing over his charge to Mr. Md Anwar Hossain, General Manager (IT & Billing). Mr. Md Habibur Rahman, General Manager (Marketing & VAS) will be released from his post by handing over his charge to Mr. Mohammad Shahab Uddin, General Manager (S&D and CRM). Mr. Mamunur Rashid, Deputy General Manager (System Operations) will be released from his post by handing over his charge to Mr. S M Saidul Islam, Deputy General Manager (System Operations). The above mentioned officials will join their own posts and will report to TBL management after returning back to Bangladesh within three days.

This letter is issued with the approval of Managing Director, Teletalk Bangladesh Limited.



(Targhibul Islam)
General Manager (Admin)

Distribution: (Not according to seniority)

1. Chairman, TBL & Secretary, PTB, MOPTIT (Attn: Company Secretary, TBL).
2. Managing Director, TBL.
3. Director General, Passport and Immigration, Agargaon, Dhaka.
4. Director, Hazrat Shahajalal International Airport, Dhaka.
5. Concerned General Managers, TBL.
6. General Manager, IT & Billing, TBL. With request to take necessary steps to update the concerned information in TBL website.
7. Company Secretary, TBL.
8. Officer in Charge (Immigration), Hazrat Shahajalal International Airport, Dhaka.
9. Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
10. Concerned officials, Teletalk Bangladesh Limited.
11. Mr. Sazzadur Rahman, Project Manager, Teletalk Modernization & Expansion Project, Nokia Solutions and Networks Bangladesh Limited.
12. Personal File.
13. Office Record.