

No: 14.35.0000.020.08.089.18/75

Date: 15th November, 2018

Office Order


Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted **Ex-Bangladesh leave** of Mr. Mirza Ashifur Rahman, Manager of Marketing & VAS of TBL to visit India for treatment purpose from **25th November, 2018** or from the date of availing the leave for 15 (Fifteen) days leave under following conditions:

1. All cost of the journey will be borne by Mr. Mirza Ashifur Rahman.
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. 15 (Fifteen) days leave will be adjusted from his annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Mirza Ashifur Rahman will be released from his post after handing over the charge to Mr. Md. Masudur Rahman, Deputy Manager, Marketing & VAS and will join his 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.


15.11.18

(Md. Rezaul Kabir)
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, Marketing & VAS, 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. Mirza Ashifur Rahman, Manager, Marketing & VAS, TBL.
11. Mr. Md. Masudur Rahman, Deputy Manager, Marketing & VAS, TBL.
12. Personal file.
13. Office Copy.