

No: 14.35.0000.020.31.082.18.98

Date: 30-December-2019

**Office Order**

**Subject: Invitation to Attend 'GSMA Ministerial Programme'.**

Ref.: MoPT&IT letter no.: 14.00.0000.001.025.052.12.1168, date: 19/12/2019.

Pursuant to the above mentioned letter, the management of Teletalk is pleased to allow the following official to visit Barcelona, Spain from February 24, 2020 to February 26, 2020 (excluding travel time) to attend 'GSMA Ministerial Programme'.

SL.No	Name	Designation	Department
01.	Mr. Mohammad Razaul Karim Rizvi	Manager	3G Project (Phase-II)

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

1. All cost will be borne by Teletalk Bangladesh Limited.
2. The entire visit including travel time will be treated as on duty.
3. Any overstay will be treated as misconduct.
4. They will draw their pay and allowances in local currency; no part of it will be drawn in foreign currency.

The officer will be released from his post under local arrangement and will join his respective post after coming back to Bangladesh. A report on the visit and photocopies of relevant pages (with arrival & departure seals) of his passport shall have to be submitted to Admin department within 7(seven) working days after the visit.

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

*S. M. Saidul Islam*  
30/12/19

**(S. M. Saidul Islam)**  
**Deputy General Manager (Admin)**

**Distribution:**

1. Chairman, Board of Directors, TBL (Attn: Company Secretary).
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. Officer in Charge (Immigration), Hazrat Shahajalal International Airport, Dhaka.
7. Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
8. Concerned official, Teletalk Bangladesh Limited.
9. Md. Moklesur Rahman, Deputy Secretary, Posts & Telecommunications Division.
10. Personal File.
11. Office Record.