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Date: 07-November-2016

Office Order

Subject: **Foreign training on Convergent Billing Solution (CBS) under Package-1 of Modernization & Expansion Project (M&E Project) of Teletalk Bangladesh Limited (TBL).**

Management of Teletalk Bangladesh Limited (TBL) is pleased to nominate the following officials to visit China for 10 (ten) days from November 26, 2016 to December 06, 2016 (including travel time) to attend foreign training on Convergent Billing Solution (CBS) under Package-1 of Modernization & Expansion Project (M&E Project) of Teletalk Bangladesh Limited (TBL).

SL.No	Name	Designation	Department
01.	Mr. Mohammad Shaahidur Rahman	Deputy Manager	IT & Billing
02.	Mr. Haseeb Nabi	Deputy Manager	IT & Billing
03.	Mr. Mirza Ashifur Rahman	Deputy Manager	Marketing & VAS
04.	Mr. Sheikh Jainul Islam Joeen	Assistant Manager	M&E Project
05.	Mr. Mohammad Anwar Hossain	Executive	Marketing & VAS

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

1. All cost will be borne by Huawei Technologies Ltd. as per contract signed with HUAWEI.
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.

The officers will be released from their posts under local arrangement and will join their respective posts after returning back to Bangladesh, with report to Admin department of TBL through proper channel. Also photocopies of relevant pages (with arrival & departure seals) of their passports and a report (enclosed herewith) including a single set of training material will have to be submitted to Admin department immediately after returning from the training.

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


(Kazi Fazlul Haque)
Deputy 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. Hisamul Nasir, Project Director, Teletalk Modernization & Expansion Project, Huawei Technologies Ltd.
12. Personal File.
13. Office Record.