

No: 14.35.0000.020.08.075.16/275

Date: 28-November-2017

Office Order

Subject: Permission of Ex-Bangladesh Leave.


Management of Teletalk Bangladesh Limited has granted the ex-Bangladesh leave of Mr. Mohammad Tofayel Azam Chowdhury , Executive, Marketing & VAS, Teletalk Bangladesh Limited to visit India/Thailand for his mother's treatment from November 28, 2017 to December 07, 2017 for 10(Ten) days or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mr. Mohammad Tofayel Azam Chowdhury.
2. Over stay will be treated as misconduct.
3. 10 (Ten) days leave is adjusted from his annual leave.

Mr. Mohammad Tofayel Azam Chowdhury will be released from his post on local arrangement and will join his post after the leave and must report to Admin department of TBL through proper channel. He will also submit photocopy of relevant pages (with arrival & departure seal) of his passport to this office.

Please note that, casual leave or weekly holidays are not allowed to be consumed with the stipulated annual leave period.

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


(Kazi Fazlul Haque) 28.11.17
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. Officer in Charge (Immigration), Hazrat Shahajalal International Airport Dhaka.
5. Controller of Foreign Exchange Bangladesh Bank, 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 update the concern information in TBL website.
9. Company Secretary, TBL
10. Mr. Mohammad Tofayel Azam Chowdhury, Executive, Marketing & VAS, TBL.
11. Personal file.
12. Office Copy.