

No: 14.35.0000.020.31.082.18/84

Date: June 13, 2019

**Office Order**

Subject: **Study Tour on Innovation.**

Management of Teletalk Bangladesh Limited (TBL) is pleased to nominate the following officials to visit Malaysia for 06 (six) days from June 17, 2019 to June 22, 2019 or nearest possible time (excluding journey time) to attend study tour on innovation.

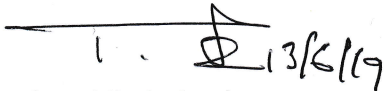
SL.No	Name	Designation	Department
1	Mr. Muhammad Siraj Mollah	Deputy Manager	Finance & Accounts
2	Ms. Benozir Effat	Assistant Manager	Sales & Distribution and CRM
3	Ms. Sharifa Akter Jolly	Senior Executive	Marketing & VAS

The journey of the officials 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 over stay 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 study tour.

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



**(Targhibul Islam)**  
**Deputy General Manager (Admin)**

***Distribution: (Not according to seniority)***

1. Chairman, TBL & Secretary, PTD, 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. Md. Moklesur Rahman, Deputy Secretary, PTD, MOPTIT.
12. Personal File.
13. Office Copy.