

No: 14.35.0000.020.08.075.16/93

Date: 12-January-2017

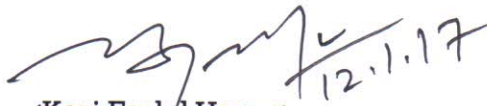
**Office Order**

**Subject: Permission of Ex-Bangladesh Leave.**

Management of Teletalk Bangladesh Limited has granted the ex-Bangladesh leave of Mr. Sheikh Jainul Islam Joeen, Assistant Manager, M & E project, Teletalk Bangladesh Limited to visit India for the treatment of his father-in-law from January 15, 2017 to January 16, 2017 for 02 (Two) days or from the date of availing the leave under following conditions:

1. All cost of the stay will be borne by Mr. Sheikh Jainul Islam Joeen.
2. Over stay will be treated as misconduct.
3. The 02 (Two) days leave will be adjusted from his casual leave.

Mr. Sheikh Jainul Islam Joeen 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.

  
(Kazi Fazlul Haque)  
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. Project Director, M & E project, TBL.
8. General Manager, IT & Billing, TBL. ( requested to take necessary steps to update the concern information in TBL website)
9. Company Secretary, TBL.
10. Mr. Sheikh Jainul Islam Joeen, Assistant Manager, M & E project, TBL.
11. Personal file.
12. Office Copy.