

No: 14.35.0000.020.08.036.17/95

Date: 27-September-2017

**Office Order**


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

Management of Teletalk Bangladesh Limited has granted the ex-Bangladesh leave of Mr. Sk. Md. Masum, Deputy Manager, Admin, Teletalk Bangladesh Limited to visit India for treatment of his wife from October 04 2017 to October 12, 2017 for 09 (Nine) days or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mr. Sk. Md. Masum.
2. Over stay will be treated as misconduct.
3. 09 (Nine) days leave is adjusted from his annual leave.

Mr. Sk. Md. Masum will be released from his post after handing over the charge to Md. Rahmat Ullah-Al-Faruq, Assistant Manager, Admin 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.

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

  
(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. General Manager, Admin, 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. Sk. Md. Masum, Deputy Manager, Admin, TBL.
11. Md. Rahmat Ullah-Al-Faruq, Assistant Manager, Admin, TBL.
12. Personal file.
13. Office Copy.