

No: 14.35.0000.020.08.066.16/81

Date: 10-November-2016

Office Order

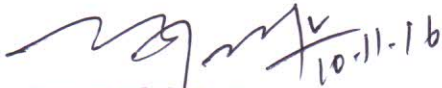
Subject: Permission of Ex-Bangladesh Leave.

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 to treatment the eyes of his wife who is caring retinal problem from November 11, 2016 to December 22, 2016 for 33 (Thirty Three) 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. 33 (Thirty Three) days leave will be adjusted from his annual leave.

Mr. Sk. Md. Masum will be released from his post handing over the charge to Mr. Sakil, 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 her passport to this office.

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



(Kazi Fazlul Haque)
Deputy General Manager (Admin)

For kind information & necessary action:

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: CS to 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. Deputy General Manager, Admin, TBL.
7. General Manager, IT & Billing, TBL. He is requested to take necessary steps to update the concern information in TBL website.
8. Company Secretary, TBL.
9. Mr. Sk. Md. Masum, Deputy Manager, Admin,, TBL.
10. Mr. Sakil, Assistant Manager, Admin, TBL.
11. Personal file.
12. Office Copy.