

No14.35.0000.020.08.092.18/276

Date: 06 February, 2020

Office Order

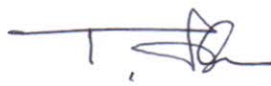
Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave to **Mrs. Jinat Akhter**, Assistant Manager of System Operations (Dhaka) department of TBL to visit **United Kingdom** to attend **Oracle OpenWorld Europe: London (12-13 February, 2020)** for **14 (Fourteen)** days from **06 February, 2020 to 19 February, 2020** or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mrs. Jinat Akhter.
2. Over stay in abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. 14 (Fourteen) days leave will be adjusted from her annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mrs. Jinat Akhter will be released from her post after handing over the charge to **Mr. Sanjoy Kumar Das**, Assistant Manager of System Operations (Dhaka) department of TBL. She will join her own post after availing the leave and must report to admin department of TBL. She 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, TBL.

 06/02/2020

(Targhibul Islam)
Deputy 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 Shahjalal International Airport, Dhaka.
4. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
6. Managing Director, TBL.
7. General Manager, System Operations (Dhaka), TBL.
8. General Manager, IT & Billing, TBL. He is requested to take necessary steps to upload the Office Order in TBL website.
9. Company Secretary, TBL.
10. Mrs. Jinat Akhter, Assistant Manager, System Operations (Dhaka), TBL.
11. Mr. Sanjoy Kumar Das, Assistant Manager, System Operations (Dhaka), TBL.
12. Personal file.
13. Office Copy.