

No14.35.0000.020.08.092.18/179

Date: 22 September, 2019

Office Order

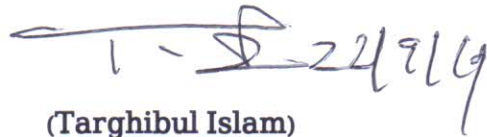
Subject: Permission of Ex-Bangladesh Leave

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave of **Mrs. Jinat Akhter**, Assistant Manager, System Operations (Dhaka) department of TBL to visit **India** for meet sick relatives for **07 (Seven) days** from **01 October, 2019 to 7 October, 2019** 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 his usual pay and allowances from TBL in local currency.
4. 07 (Seven) 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 on local arrangement. 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 his passport to this office.

This letter has been issued with the approval of Managing Director, TBL.



(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 Shahajalal International Airport, Dhaka.
4. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
5. Immigration Officer, Hazrat Shahajalal 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. Personal file.
12. Office Copy.