

No14.35.0000.020.08.092.18/138

Date: 14 January, 2020

Office Order

Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave to **Mrs. Thamina Khatun**, Deputy General Manager of Finance & Accounts dept. of TBL to visit **Saudi Arabia** for performing the Holy Umrah Hajj for **04 (Four)** days from **19 January, 2020 to 22 January, 2020** or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mrs. Thamina Khatun.
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. 04 (Four) days leave will be adjusted from his annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mrs. Thamina Khatun 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.

 14/01/2020

(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, Finance & Accounts, 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. Thamina Khatun, Deputy General Manager, Finance & Accounts, TBL.
11. Personal file.
12. Office Copy.