

No: 14.35.0000.020.08.075.16/35

Date: 07- September -2016

Office Order

Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited has granted the ex-Bangladesh leave of Ms. Farzana Islam, Associate, Sales & Distribution and Customer Relation Management, Teletalk Bangladesh Limited to visit Singapore for travelling from September 18, 2016 to September 24, 2016 for 07 (Seven) days or from the date of availing the leave.

1. All cost of the journey will be borne by Ms. Farzana Islam. No cost will be borne by Teletalk Bangladesh Limited or Government of Bangladesh.
2. No part of her salary will be paid in foreign currency.
3. Over stay will be treated as misconduct.
4. The 07 (Seven) days leave will be adjusted from her annual leave.

Ms. Farzana Islam will be released from her post on local arrangement and will join her post after the leave and must report to Admin department of TBL through proper channel. 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, Teletalk Bangladesh Limited.



(Kazi Fazlul Haque)
Deputy General Manager (Admin)

For kind information & necessary action:

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: PS to Secretary).
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. General Manager, S & D and CRM, 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. Ms. Farzana Islam, Associate, S & D and CRM, TBL.
10. Personal file.
11. Office Copy.