

No: TBL/Admin/Foreign Training/Part-3/2015/62

Date: 30-November-2015

Office Order

Subject: Invitation for factory visit.

Ref.: letter no. of Raghiv Technologies: Nil, date: 22/11/2015.

Pursuant to the above mentioned letter, the management of Teletalk is pleased to nominate the following officials to visit Shenzhen, China for 5 (five) business days from December 14, 2015 to December 18, 2015 (excluding travel time).

| SL.No | Name | Designation | Wing |
|-------|----------------------------|------------------------|-------------------|
| 01. | Mr. Shah Zulfiquer Haider | Deputy General Manager | Marketing & Sales |
| 02. | Ms. Mahmuda Akther Murshid | Junior Executive | Admin |

The journey of the officials will be subject to the following conditions:-

1. All cost will be borne by Raghiv Technologies. No cost will be borne by Teletalk Bangladesh Limited or Government of Bangladesh.
2. The entire visit including travel time will be treated as on duty.
3. Any overstay will be treated as misconduct.
4. They will draw their pay and allowances in local currency; no part of it will be drawn in foreign currency.

The officers will be released from their posts under local arrangement and will join their respective posts after coming back to Bangladesh, with report to Admin department of TBL through proper channel. Also photocopies of relevant pages (with arrival & departure seals) of their passports shall have to be submitted to Admin department immediately after the visit.

This letter is issued with the approval of Managing Director, Teletalk Bangladesh Ltd.



(Targhibul Islam)
Deputy General Manager (Admin)

Distribution:

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: PS to Secretary).
2. Managing Director, TBL.
3. Director General, Passport and Immigration, Agargaon, Dhaka.
4. Director, Hazrat Shahajalal International Airport, Dhaka.
5. Concerned General Managers, TBL.
6. General Manager, IT & Billing, TBL. He is requested to take necessary steps to update the concerned information in TBL website.
7. Deputy General Manager, Procurement, TBL.
8. Company Secretary, TBL.
9. Officer in Charge (Immigration), Hazrat Shahajalal International Airport, Dhaka.
10. Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
11. Concerned official, Teletalk Bangladesh Limited.
12. Mahbubul Haque, Director, Raghiv Technologies.
13. Personal File.
14. Office Record.