

No: 14.35.0000.020.08.075.16/41

Date: 08-September-2016

Office Order

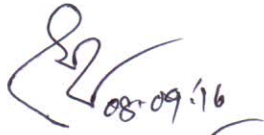
Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited has granted the ex-Bangladesh leave of Ms. Nilufar Yesmin, Executive, Finance & Accounts, Teletalk Bangladesh Limited to visit India for treatment of his child from September 15, 2016 to September 29, 2016 for 15 (Fifteen) days or from the date of availing the leave.

1. All cost of the journey will be borne by Ms. Nilufar Yesmin. 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 15 (Fifteen) days leave will be adjusted from her annual leave.

Ms. Nilufar Yesmin 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.



(Sk. Md. Masum)
Deputy 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, Finance & Accounts, 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. Nilufar Yesmin, Executive, Finance & Accounts, TBL.
10. Personal file.
11. Office Copy.