

No: 14.35.0000.020.31.071.18.157

Date: 01.04.2024

## Office Order

As per Government Order Number- 14.00.0000.001.25.008.22.51, Date: 19.03.2024, the following officials of Teletalk Bangladesh Ltd. will participate in the “Factory inspection/Test” conducted by Huawei International PTE Ltd. for “Supply, Installation and Integration of Telecom Equipment (Access, Spare Parts and etc.) for Lot-04 under “Expansion of Teletalk’s Network up to Rural Areas and Network Readiness for 5G Services” Project. They will conduct the Factory Inspection/Test according to the following time schedule and location.

Sl.	Name, Designation & Department	Factory Location	Duration (Excluding Travel Time)
01	Mr. Saleh Md. Fazle Rabbi General Manager (On Deputation) Sales & Marketing Department Teletalk Bangladesh Limited. ID: 2210088 Passport No.: E00013136 Mobile: 01550155027 Email: fazle.rabbi@teletalk.com.bd	Dongguan China	02-04-2024 to 08-04-2024
02	Mr. Sanjoy Kumer Sarker Senior Manager Audit Department Teletalk Bangladesh Limited. ID: 1220401 Passport No.: A12307009 Mobile: 01550155144 Email: sanjoy.kumer@teletalk.com.bd		

The Terms and Conditions are mentioned below:

- All the expenses regarding this tour will be borne by Huawei International PTE Limited;
- The period of accomplishing the Factory Inspection/Test including transit will be treated as on duty;
- They will draw their usual pay and allowances from Bangladesh in local currency;
- They must return to the country within the stipulated time limit and join the office;
- On return from abroad they will submit a report as per govt prescribed form to Admin Department within 15 Days.

2. Mr. Saleh Md. Fazle Rabbi, General Manager will be released from his own post after handing over the charge of Sales & Marketing Department to Mr. Ahammed Ullah, General Manager, Admin Department. Mr. Ahammed Ullah will look after the above-mentioned charge in addition to his main responsibility.

3. Mr. Sanjoy Kumer Sarker, Senior Manager will be released from his own post under local arrangement.

4. A charge hand over & take over report should send to all concerns of Teletalk.

This office order has been issued with the approval of the Managing Director, Teletalk Bangladesh Limited.

*(Handwritten signature and date)*  
01/04/2024

(Ahammed Ullah)  
General Manager, Admin

***Copy for kind information and necessary action:***

1. Chairman, Board of Directors, Teletalk Bangladesh Limited.
2. Project Director, "Expansion of Teletalk's Network up to Rural Areas and Network Readiness for 5G Services" Project, Teletalk Bangladesh limited.
3. Concerned Head of the Department, Teletalk Bangladesh Limited.
4. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
5. Chief Accounts & Finance Officer, T&T, Segunbagicha, Dhaka.
6. Immigration Officer, Hazrat Shah Jalal International Airport, Dhaka.
7. Concerned Officials, Teletalk Bangladesh Ltd.
8. Chang Chow Yan, Sales Business Director, Huawei International PTE Limited.
9. Senior Manager & PS to Managing Director, Teletalk Bangladesh Limited.
10. Personal File.
11. Office Copy.