

No: 14.35.0000.020.08.092.18/31

Date: 20th November, 2018

Office Order

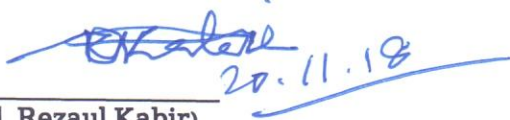
Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave of **Mr. Md. Zahid Ansari**, Deputy Manager of Sales, Distribution and CRM of TBL to visit India for treatment purpose from 27th January, 2019 or from the date of availing the leave for **60 (Sixty)** days leave under following conditions:

1. All cost of the journey will be borne by Mr. Md. Zahid Ansari.
2. Over stay in abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. **60 (Sixty)** days leave will be adjusted from his annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Md. Zahid Ansari will be released from his post after handing over the charge to Mr. Ahmed Musa Tareq & Most. Aziza Nasrin Sonia, Senior Executive, Sales, Distribution and CRM and will join his post after availing the leave and must report to admin department of TBL. He 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.


20.11.18

(Md. Rezaul Kabir)
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 Shahajalal International Airport, Dhaka.
4. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
5. Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.
6. Managing Director, TBL.
7. General Manager, Sales, Distribution and CRM of 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. Mr. Md. Zahid Ansari, Deputy Manager, Sales, Distribution and CRM of TBL.
11. Mr. Ahmed Musa Tareq, Senior Executive, Sales, Distribution and CRM of TBL.
12. Most. Aziza Nasrin Sonia, Senior Executive, Sales, Distribution and CRM of TBL.
13. Personal file.
14. Office Copy.