

(Replaced by same date and memorandum)



Teletalk Bangladesh Limited
A State-owned Mobile Network Operator
Office of the Admin
Rajuk Commercial Complex, Gulshan-1,
Dhaka.
www.teletalk.com.bd



Record Number: 14.35.0000.020.31.082.18.736

Date: 19/6/2024

Office Order

As per decision of 235th BoD Meeting Extract vide Letter Number-14.35.0000.280.65.008.22.235/5 (Misc-kha), Date: 12.06.2024, the following officials of Teletalk Bangladesh Ltd. will participate in the “Factory inspection/Test” conducted by ZTE Corporation under “Expansion of Teletalk’s Mobile Broadband Network in Coastal, Hill tracts and other Hard to reach Areas” project. They will conduct the Factory Inspection/Test according to the following time schedule and location.

Sl.	Name, Designation & Department	Contract Details	Factory Location	Duration (Excluding Travel Time)
01	Mr. Mohammad Razaul Karim Rizvi Additional General Manager Planning & Implementation Department Teletalk Bangladesh Limited and Deputy Project Director “Expansion of Teletalk’s Mobile Broadband Network in Coastal, Hill tracts and other Hard to reach Areas” project (Additional Charge) ID: 1210710 Passport No.: A06979635 Mobile: 01550155442 Email: razaul.rizvi@teletalk.com.bd	Supply, Installation and Integration of IP Long Haul High Capacity Microwave Links	Nanjing, Shenzhen China	21-06-2024 to 29-06-2024 Or Nearest Possible Date
02	Mr. Md. Enaet Karim Deputy General Manager System Operations (Dhaka) Department Teletalk Bangladesh Limited and Asstt Project Director “Expansion of Teletalk’s Mobile Broadband Network in Coastal, Hill tracts and other Hard to reach Areas” project (Additional Charge) ID: 1210349 Passport No.: A02008681 Mobile: 01550155132 Email: enaet.karim@teletalk.com.bd			

The Terms and Conditions are mentioned below:

- All the expenses regarding this tour will be borne as per contract signed between M/S

ZTE Corporation & Concern project of Teletalk;

- b. The period of accomplishing the Factory Inspection/Test including transit will be treated as on duty;
- c. They will draw their usual pay and allowances from Bangladesh in local currency;
- d. They must return to the country within the stipulated time limit and join the office;
- e. On return from abroad they will submit a report as per govt prescribed form to Admin Department within 15 Days.

2. Mr. Mohammad Razaul Karim Rizvi, Additional General Manager will be released after handing over the responsibility of Additional General Manager, Planning & Implementation Department and the responsibility of Deputy Project Director to Mr. Md. Shariful Islam, Additional General Manager, Procurement Department. Mr. Md. Shariful Islam will look after the above-mentioned responsibilities in addition to his all responsibilities.

3. Mr. Md. Enaet Karim, Deputy General Manager will be released after handing over the responsibility of Deputy General Manager, System Operations (Dhaka) Department and the responsibility of Assistant Project Director to Mr. A.M. Abul Bashar, Deputy General Manager, System Operations (Dhaka) Department. Mr. A.M. Abul Bashar will look after the above-mentioned responsibilities in addition to his all responsibilities.

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.



22-06-2024

Ahammed Ullah

General Manager (Admin)

ahammed.ullah@teletalk.com.bd

Record Number: 14.35.0000.020.31.082.18.736/1 (14)

Date: 19/6/2024

(Not in the order of

Copy for Kind Information and Necessary Actions seniority)

:

1. Chairman, Board of Directors, Teletalk Bangladesh Limited;
2. Concerned Head of The Department and Project Director, Teletalk Bangladesh Ltd.;
3. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
4. Additional General Manager, Office of the Procurement, Teletalk Bangladesh Limited;
5. Additional General Manager, Office of the Planning & Implementation, Teletalk Bangladesh Limited;
6. Deputy General Manager, Office of the System Operations (Dhaka), Teletalk Bangladesh Limited;
7. Deputy General Manager, Office of the System Operations (Dhaka), Teletalk Bangladesh Limited;
8. Mr. Yang Kai, Project Director, ZTE Corporation;
9. Immigration Officer, Hazrat Shah Jalal International Airport, Dhaka;
10. Private Secretary (Additional Charge), Office of the Managing Director, Teletalk Bangladesh Limited;
11. Manager, Office of IT & Billing, Teletalk Bangladesh Limited;
12. Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited;
13. Personal File, and
14. Office Copy.

