

Teletalk Bangladesh Limited

A State Owned Mobile Network Operator

No14.35.0000.020.08.086.19/230

Date: 26 April, 2022

Office Order

Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave to Mr. Md. Mustafizur Rahman (Official ID-1210606 & valid passport no-BT0252130), Manager of Sales, Distribution & CRM department of TBL to visit India for traveling for 11 (Four) days from 05 May, 2022 to 15 May, 2022 or from the date of availing the leave under following conditions:

1. All costs of the journey will be borne by Mr. Md. Mustafizur Rahman.
2. Any over stay in abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. 11 (Eleven) days leave will be adjusted from his annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Md. Mustafizur Rahman will be released from his post after handing over the charge to Mr. Md. Saifuddin, Manager of Sales, Distribution & CRM of TBL. He will join his own post after availing of the leave and will report to the admin department of TBL. He will also submit a photocopy of relevant pages (with arrival & departure seal) of his passport to this office.

This letter is issued with the approval of Managing Director, TBL.

26.04.2022

(Sadan Kumar Das)

General Manager (Admin)

For kind information & necessary action; (Not according to seniority):

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: CS of TBL).
2. Director General, Passport & Immigration, Agargaon, Dhaka.
3. Director, Hazrat Shahjalal International Airport, Dhaka.
4. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
6. Managing Director, TBL.
7. General Manager, Finance & Accounts, TBL.
8. General Manager, Sales, Distribution & CRM, TBL.
9. Mr. Md. Mustafizur Rahman, Manager, Sales, Distribution & CRM, TBL.
10. Mr. Md. Saifuddin, Manager, Sales, Distribution & CRM, TBL.
11. Company Secretary, TBL.
12. Personal file.
13. Office Copy.