

No14.35.0000.020.08.092.18/116

Date: 28 November, 2019

Office Order

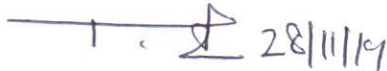
Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave of Mrs. **Most. Kawsar Pervin**, Senior Executive of Admin dept. of TBL to visit **Singapore** along with family for traveling purpose for **07 (Seven) days from 13 December, 2019 to 19 December, 2019** or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Most. Kawsar Pervin.
2. Over stay in abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. 07 (Seven) days leave will be adjusted from her annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mrs. Most. Kawsar Pervin will be released from her post after handing over the charge to Mrs. Hosneara Khanam, Executive (6092) of Admin dept. of TBL. She will join her own post after availing the leave and must report to admin department of TBL. 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, TBL.

 28/11/19

(Targhibul Islam)

Deputy 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. Deputy General Manager, Admin, 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. Mrs. Most. Kawsar Pervin, Senior Executive, Admin, TBL
11. Mrs. Hosneara Khanam, Executive, Admin, TBL
12. Personal file.
13. Office Copy.