

No14.35.0000.020.08.086.19/140

Date: 31 December, 2019

Office Order

Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave of **Mr. A. K. Shahrear Ahmed**, Senior Executive of Sales, Distribution & CRM of TBL to visit **India** for his wife's treatment purpose for **15 (Fifteen) days** from **05 January, 2020 to 19 January, 2020** or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mr. A. K. Shahrear Ahmed.
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. 15 (Fifteen) days leave will be adjusted from his annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. A. K. Shahrear Ahmed will be released from his post after handing over the charge to Mrs. Yasmin Ara, Executive (7505) of Sales, Distribution & CRM of TBL. He will join his own 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.

S. M. Saidul Islam
31/12/19

(S. M. Saidul 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. General Manager, S&D and CRM, 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. A. K. Shahrear Ahmed, Senior Executive, S&D and CRM, TBL.
11. Mrs. Yasmin Ara, Executive, S&D and CRM, TBL.
12. Personal file.
13. Office Copy.