

No: 14.35.0000.020.31.082.18/110

Date: 9<sup>th</sup> February 2020

**Office Order**

**Subject: India Telecom 2020.**

**Ref.: Letter no. of TEPC: TEPC/BSM-133/Feb 2020, dated: 29/01/2019**

Pursuant to the above mentioned letter, the management of Teletalk is pleased to nominate the following officials to visit New Delhi, India from February 11, 2020 to February 12, 2020 (excluding travel time) to attend India Telecom 2020.

SL.No	Name	Designation	Department
01.	Mr. Mamunur Rashid	Deputy General Manager	Sales & Distribution and CRM
02.	Mr. Md. Khaled Hossain	Deputy General Manager	Sales & Distribution and CRM

The journey of the officials will be subject to the following conditions:-

1. All cost will be borne by Telecom Equipment & Services Export Promotion Council (TEPC).
2. The entire visit including travel time will be treated as on duty.
3. Any overstay will be treated as misconduct.
4. They will draw their pay and allowances in local currency; no part of it will be drawn in foreign currency.

Mr. Mamunur Rashid, Deputy General Manager (S&D and CRM and addl. R&CR) will be released from DGM, R&CR post by handing over his charge to Mr. Md. Ashrafuzzaman, Deputy General Manager (Marketing & VAS). And Mr. Mamunur Rashid will be released from his main charge under local arrangement.

Mr. Md. Khaled Hossain, Deputy General Manager (S&D and CRM) will be released from his post under local arrangement. They will join their respective posts after coming back to Bangladesh. A report on the visit and photocopies of relevant pages (with arrival & departure seals) of their passports shall have to be submitted to Admin department within 7(seven) working days after the visit.

This office order is issued with the approval of Managing Director, Teletalk Bangladesh Ltd.



(Targhibul Islam)

**Deputy General Manager (Admin)**

**Distribution: (Not according to seniority)**

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, TBL).
2. Director General (Consular & Welfare) Ministry of Foreign Affairs, Dhaka
3. Managing Director, TBL.
4. Director General, Passport and Immigration, Agargaon, Dhaka.
5. Director, Hazrat Shahajalal International Airport, Dhaka.
6. Concerned General Managers, TBL.
7. General Manager, IT & Billing, TBL. (With request to take necessary steps to update the concerned information in TBL website).
8. Company Secretary, TBL.
9. Officer in Charge (Immigration), Hazrat Shahajalal International Airport, Dhaka.
10. Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
11. Concerned officials, Teletalk Bangladesh Limited.
12. Mr. Rakesh Kumar Bhatnagar, Director General, Telecom Equipment & Services Export Promotion Council (TEPC).
13. Personal File.
14. Office Copy.