

No: 14.35.0000.020.31.071.18.137

Date: 12th January, 2020

Office Order

Subject: **Visit to China & Indonesia for Factory Inspection & Testing of Short Haul Microwave Transmission Equipment under Establishment of Mobile Broadband Network in Haors and Islands (H&I)-Project.**

Ref.: **HUAWEI letter no.: HW-TBL-02012020-014, date: 02/01/2020.**

Pursuant to the above mentioned letter, the management of Teletalk is pleased to nominate the following officials to visit China & Indonesia from January 16, 2020 to January 23, 2020 (excluding travel time) to attend Factory Inspection & Testing of Short Haul Microwave Transmission Equipment under Establishment of Mobile Broadband Network in Haors and Islands (H&I)-Project.

| SL.No | Name | Designation | Department |
|-------|-----------------------|------------------------|-----------------|
| 01. | Mr. Mamunur Rashid | Deputy General Manager | S&D and CRM |
| 02. | Mr. Md. Ashrafuzzaman | Deputy General Manager | Marketing & VAS |

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

1. All cost will be borne by Huawei Technologies Ltd. as per contract signed with Huawei.
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. Khaled Hossain, Deputy General Manager (S&D and CRM). And Mr. Mamunur Rashid will be released from his main charge under local arrangement.

Mr. Md. Ashrafuzzaman, Deputy General Manager (Marketing & VAS) will be released from his post under local arrangement and will join his respective post after coming back to Bangladesh. A report on the visit and photocopies of relevant pages (with arrival & departure seals) of his passport shall have to be submitted to Admin department within 7(seven) working days after the visit.

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

 12/01/2020

(Targhibul Islam)

Deputy General Manager (Admin).

Distribution: (Not according to seniority)

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, TBL).
2. Managing Director, TBL.
3. Director General, Passport and Immigration, Agargaon, Dhaka.
4. Director, Hazrat Shahajalal International Airport, Dhaka.
5. Concerned General Managers, TBL.
6. General Manager, IT & Billing, TBL. (With request to take necessary steps to update the concerned information in TBL website).
7. Company Secretary, TBL.
8. Officer in Charge (Immigration), Hazrat Shahajalal International Airport, Dhaka.
9. Controller of Foreign Exchange, Bangladesh Bank, Dhaka.
10. Concerned officials, Teletalk Bangladesh Limited.
11. Mr. Xieren (Simon), Project Director, Establishment of Mobile Broadband Network in Haors and Islands (H&I)-Project, Huawei Technologies (BD) Ltd.
12. Personal File.
13. Office Copy.