

No14.35.0000.020.08.092.18/164 281

Date: 02 March, 2020

Office Order

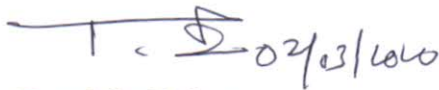
Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave to **Mr. Md. Aktaruzzaman**, Senior Executive of Sales, Distribution & CRM of TBL to visit **India** for treatment purpose for **10 (Ten) days** from **05 March, 2020 to 14 March, 2020** or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mr. Md. Aktaruzzaman.
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. 10 (Ten) days leave will be adjusted from her annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Md. Aktaruzzaman will be released from his post after handing over the charge to Mr. Ahmed Musa Tareq, Senior Executive 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 her passport to this office.

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



(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 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, 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. Md. Aktaruzzaman, Senior Executive, S&D and CRM, TBL.
11. Mr. Ahmed Musa Tareq, Senior Executive, S&D and CRM, TBL.
12. Personal file.
13. Office Copy.

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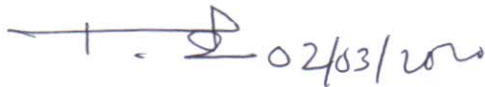
Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave to **Mr. Niaz Md. Nazmul Sarkar**, Senior Executive of Sales, Distribution & CRM of TBL to visit **India** for treatment purpose for **12 (Twelve) days** from **05 March, 2020 to 16 March, 2020** or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mr. Niaz Md. Nazmul Sarkar.
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. 12 (Twelve) days leave will be adjusted from her annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Niaz Md. Nazmul Sarkar will be released from his post after handing over the charge to Mr. A. H. M. Noor-E-Alam, Senior Executive 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 her passport to this office.

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

 02/03/2020

(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 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, 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. Niaz Md. Nazmul Sarkar, Senior Executive, S&D and CRM, TBL.
11. Mr. A. H. M. Noor-E-Alam, Senior Executive, S&D and CRM, TBL.
12. Personal file.
13. Office Copy.