

No: 14.35.0000.020.31.213.15.135

Date: 11-May-2016

Office Order

Subject: Invitation letter to visit CommunicAsia 2016, Singapore.

Ref.: Letter no of REVE systems: Nil, dated: 26/04/2016.

Pursuant to the above mentioned letter, the management of Teletalk is pleased to nominate the following officials to visit Singapore for 04 (four) days from May 31, 2016 to June 03, 2016 (excluding travel time) to attend the programme on "CommunicAsia 2016".


SL.No	Name	Designation	Wing
01.	Mr. Md. Zahurul Alam Chowdhury	Deputy General Manager	System Operations
02.	Mr. Md. Anowar Sadat	Deputy Manager	Marketing & Sales
03.	Mr. Md. Ahsanul Hauque	Deputy Manager	IT & Billing

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

1. All cost will be borne by REVE Systems Ltd. No cost will be borne by Teletalk Bangladesh Limited or Government of Bangladesh.
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.

The officers will be released from their posts under local arrangement and will join their respective posts after coming back to Bangladesh, with report to Admin department of TBL through proper channel. Also photocopies of relevant pages (with arrival & departure seals) of their passports shall have to be submitted to Admin department immediately after the visit.

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


(Kazi Fazlul Haque)
Deputy General Manager (Admin).

Distribution:

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: PS to Secretary).
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. He is requested 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. Raihan Hossain, Head of Global Sales, REVE Systems Ltd.
12. Personal File.
13. Office Record.

New to update in website by Ravi

IT

Dept.: IT & Billing
Office of the General Manager
Date: 12-5-16
General Manager:
Deputy General Manager:
Manager:
Deputy Manager:
Assistant Manager:
Senior Executive:
Junior Executive:
File:
Other: