

No: TBL/Admin/Foreign Training/Part-3/2015/50

Date: 22-September-2015

Office Order

Subject: Invitation letter for Mobile Backhaul Summit 2015 in Bali, Indonesia.

Ref.: Huawei letter no.: 2015/NI/TBL/002, dated: 24.08.2015.

Pursuant to the above mentioned letter, the management of Teletalk is pleased to nominate the following officials to visit Bali, Indonesia for 3 (three) days from October 08, 2015 to October 10, 2015 (excluding travel time).

SL.No	Name	Designation	Wing
01.	Mr. Md. Ansar Ali	Company Secretary	Company Secretariat
02.	Mr. Sk. Md. Masum	Deputy Manager	Admin
03.	Mr. Mamun-Ur-Rashid	Deputy Manager	System Operations

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

1. All cost will be borne by HUAWEI Technologies (Bangladesh) 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.

Mr. Md. Ansar Ali (CS & addl. Audit) will be released from his posts by handing over his charges to Mr. Md. Anwar Hossain (DGM, SO & addl. Procurement) and Mr. Sk. Md. Masum (DM, Admin) & Mr. Mamun-Ur-Rashid (DM, SO) will be released from their posts under local arrangement. They will join their respective posts after coming back to Bangladesh, with report to Admin department of TBL, through proper channel where applicable. 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.


(Mohammad Mamunur Rashid)
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 official, Teletalk Bangladesh Limited.
11. Md. Sifuddin Ansary (Razu), Director, BTCL & Teletalk Account Dept, HUAWEI Technologies (Bangladesh) Ltd.
12. Personal File.
13. Office Record.