

No: 14.35.0000.020.31.213.15.116

Date: 29-March-2016

Office Order

Subject: Foreign Training on Server Virtualization Project.

Ref.: E-mail date of Raghiv Technologies: 23/03/2016.

Pursuant to the above mentioned e-mail, the management of Teletalk is pleased to nominate the following officials to visit China for 05 (five) days from April 11, 2016 to April 15, 2016 (excluding travel time) to attend the training programme on "Teletalk Server Virtualization Project".

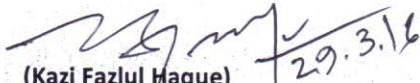
SL.No	Name	Designation	Wing
01.	Mr. Md. Asibul Ahsan	Manager	IT & Billing
02.	Mr. Md. Zillur Rahman	Manager	System Operations
03.	Mr. Md. Maksud Hossain	Assistant Manager	IT & Billing
04.	Mr. Md. Rahmath Ulla	Assistant Manager	Marketing & Sales
05.	Mr. Mohammad Didar Hossain	Junior Executive	IT & Billing

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

1. All cost will be borne by Raghiv Technologies. 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) 29.3.16
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. Mr. Mahbubul Haque, Director, Raghiv Technologies.
12. Personal File.
13. Office Record.