

No: 14.35.0000.020.08.066.16/39

Date: 08-September-2016

Office Order

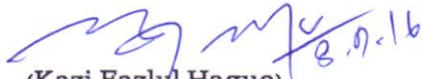
Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited has granted the ex-Bangladesh leave of Mr. Md. Monjur e Elahi, Executive, Finance & Accounts, Teletalk Bangladesh Limited to visit India to treatment of his sister who is caring Glaucoma in her both eyes from September 18, 2016 to October 01, 2016 for 14 (Forteen) days or from the date of availing the leave.

1. All cost of the stay will be borne by Mr. Md. Monjur e Elahi. No cost of the same will be borne by Teletalk Bangladesh Limited or Government of Bangladesh.
2. No part of his salary will be paid in foreign currency.
3. Over stay will be treated as misconduct.
4. The 14 (Forteen) days leave will be adjusted from his annual leave.

Mr. Md. Monjur e Elahi will be released from his post on local arrangement and will join his post after the leave and must report to Admin department of TBL through proper channel. He will also submit photocopy of relevant pages (with arrival & departure seal) of his passport to this office.

This letter has been issued with the approval of Managing Director, Teletalk Bangladesh Limited.


(Kazi Fazlul Haque)
Deputy General Manager (Admin)

For kind information & necessary action:

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: PS to Secretary).
2. Director General, Passport & Immigration, Agargaon, Dhaka.
3. Director, Hazrat Shahajalal International Airport, Dhaka.
4. Officer in Charge (Immigration), Hazrat Shahajalal International Airport Dhaka.
5. Controller of Foreign Exchange Bangladesh Bank, Dhaka.
6. General Manager, Finance & Accounts, TBL.
7. General Manager, IT & Billing, TBL. (requested to take necessary steps to update the concern information in TBL website)
8. Company Secretary, TBL.
9. Mr. Md. Monjur e Elahi, Executive, Finance & Accounts, TBL.
10. Personal file.
11. Office Copy.