

No14.35.0000.020.08.086.19/141

Date: 31 December, 2019

## Office Order

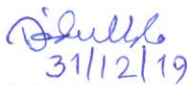
**Subject: Permission of Ex-Bangladesh Leave.**

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave of **Mr. Md. Mustafizur Rahman**, Assistant Manager of Sales, Distribution & CRM of TBL to visit **Malaysia** for his mother's treatment purpose for **10 (Ten) days** from **04 January, 2020 to 13 January, 2020** or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mr. Md. Mustafizur Rahman.
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 his annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Md. Mustafizur Rahman will be released from his post after handing over the charge to Mr. Md. Lutful Kabir, DM (5147) as Zonal-in-charge, Md. Tariqul Islam, Executive (6786) will look-over S&D related issues and Mrs. Fatema Akter Soma, Executive (7120) will look-over CRM issues 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 his passport to this office.

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

  
31/12/19

**(S.M. Saidul 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 Shahajalal International Airport, Dhaka.
4. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
5. Immigration Officer, Hazrat Shahajalal 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. Mustafizur Rahman, Assistant Manager, S&D and CRM, TBL.
11. Mr. Md. Tariqul Islam, Executive, S&D and CRM, TBL.
12. Mrs. Fatema Akter Soma, Executive, S&D and CRM, TBL.
13. Personal file.
14. Office Copy.