

No: 14.35.0000.020.08.089.18/74

Date: 15th November, 2018

Office Order

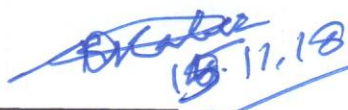
Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted **Ex-Bangladesh leave** of Mr. Mufti Mohammad Ubaid, Executive of Sales, Distribution and CRM of TBL to visit India for family purpose from **04th December, 2018** or from the date of availing the leave for 10 (Ten) days leave under following conditions:

1. All cost of the journey will be borne by Mr. Mufti Mohammad Ubaid.
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. Mufti Mohammad Ubaid will be released from his post after handing over the charge to Mr. Junel Ahmed, Market Promotor, Sales, Distribution and CRM and will join his 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.


15.11.18

(Md. Rezaul Kabir)
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, Sales, Distribution and CRM of 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. Mufti Mohammad Ubaid, Executive, Sales, Distribution and CRM of TBL.
11. Mr. Junel Ahmed, Market Promotor, Sales, Distribution and CRM of TBL.
12. Personal file.
13. Office Copy.