

No: 14.35.0000.020.08.066.16/253

Date: 25-March-2018

**Office Order**

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

Management of Teletalk Bangladesh Limited has granted ex-Bangladesh leave of Mr. Rakan Mahmood, Senior Executive, Finance & Accounts, Teletalk Bangladesh Limited to visit Thailand from April 13, 2018 to April 18, 2018 for 06 (Six) days or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mr. Rakan Mahmood.
2. Over stay will be treated as misconduct.
3. 06 (Six) days leave is adjusted from his annual leave.
4. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Rakan Mahmood 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)  
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. Officer in Charge (Immigration), Hazrat Shahajalal International Airport Dhaka.
5. Controller of Foreign Exchange Bangladesh Bank, Dhaka.
6. Managing Director, TBL.
7. General Manager, Finance & Accounts, TBL.
8. General Manager, IT & Billing, TBL. He is requested to take necessary steps to update the concern information in TBL website.
9. Company Secretary, TBL
10. Mr. Rakan Mahmood, Senior Executive, Finance & Accounts, TBL.
11. Personal file.
12. Office Copy.