

No: 14.35.0000.020.08.092.18/04

Date: 5<sup>th</sup> September, 2018

## Office Order

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

Management of Teletalk Bangladesh Limited (TBL) has granted **Ex-Bangladesh leave** of Mr. Shariful Islam, Senior Executive of 3G Phase II Project of TBL to visit India for his Mother's treatment purpose from **16<sup>th</sup> September, 2018** or from the date of availing the leave for 15 (Fifteen) days leave under following conditions:

- All cost of the journey will be borne by Mr. Mr. Shariful Islam.
- Over stay in abroad will be treated as misconduct.
- He will draw his usual pay and allowances from TBL in local currency.
- 15 (Fifteen) days leave is adjusted from his annual leave.
- Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Shariful Islam 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, TBL.

  
(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. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
5. Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.
6. Managing Director, TBL.
7. Project Director, M & E Project, 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. Shariful Islam, Senior Executive, 3G Phase II Project, TBL.
11. Personal file.
12. Office Copy.