

No:14.35.0000.020.08.001.20/23

Date: 28 January, 2020

## Office Order

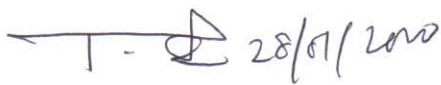
**Subject: Permission of Ex-Bangladesh Leave.**

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave to **Mr. Tangir Ahmed**, Deputy Manager of Marketing & VAS dept. of TBL to visit India for his Mother's treatment purpose for **15 (Fifteen) days from 01 February, 2020 to 15 February, 2020** or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mr. Tangir Ahmed.
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. 15 (Fifteen) days leave will be adjusted from his annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Tangir Ahmed will be released from his post after handing over the charge to **Mr. A. B. M. Mamun**, Assistant Manager of Marketing & VAS dept 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.

 28/01/2020

**(Targhibul 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, Marketing & VAS, 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. Tangir Ahmed, Deputy Manager, Marketing & VAS, TBL.
11. A. B. M. Mamun, Assistant Manager, Marketing & VAS, TBL.
12. Personal file.
13. Office Copy.