

No: 14.35.0000.020.08.031.18/129

Date: 19 February, 2019

Office Order


Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave of **Mr. Targhibul Islam** (official passport no. : **OC9257548**), Deputy General Manager (DGM) of Admin department of TBL to visit **India (Shillong, Meghalaya)** with his family for **04 (Four) days** from **21-February-2019 to 24-February-2019** or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mr. Targhibul Islam.
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. 04 (Four) days leave will be adjusted from his annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Targhibul Islam will travel by road from Bangladesh and enter India through Tamabil- Dawki check post. He will be released from his post after handing over the charge to **Mr. S. M. Saidul Islam, Deputy General Manager** of Procurement 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 of TBL.



19.02.19

(Sk. Md. Masum)
Manager (Admin)

Contact No. : 01550 15 5115; e-mail: sk.masum@teletalk.com.bd

For kind information & necessary action:

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: CS of TBL).
2. Director General, Passport & Immigration, Agargaon, Dhaka.
3. Immigration Officer, Tamabil-Dawki Border, Sylhet.
4. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
5. Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.
6. Managing Director, TBL.
7. Manager, Admin, TBL.
8. General Manager, Finance & Accounts, TBL.
9. General Manager, IT & Billing, TBL. He is requested to take necessary steps to upload the Office Order in TBL website.
10. Company Secretary, TBL.
11. Mr. Targhibul Islam, Deputy General Manager, Admin, TBL.
12. Mr. S.M. Saidul Islam, Deputy General Manager, Procurement, TBL.
13. Personal file.
14. Office Copy.