

No14.35.0000.020.08.092.18/ 120

Date: 12 December, 2019

Office Order

Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave of **Mrs. Sharmin Sultana**, Senior Executive of Finance & Accounts dept. of TBL to visit **USA & CANADA** along with her family to meet relatives for **20 (Twenty)** days from **17 December, 2019 to 05 January, 2020** or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mrs. Sharmin Sultana.
2. Over stay in abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. 20 (Twenty) days leave will be adjusted from her annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mrs. Sharmin Sultana will be released from her post after handing over the charge to Mr. Rokan Mahmood, Senior Executive (6362) of Finance & Accounts dept. of TBL. She will join her own post after availing the leave and must report to admin department of TBL. She will also submit photocopy of relevant pages (with arrival & departure seal) of her passport to this office.

This letter has been issued with the approval of Managing Director, TBL.



(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, Finance & Accounts, 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. Mrs. Sharmin Sultana, Senior Executive, Finance & Accounts, TBL.
11. Mr. Rokan Mahmood, Senior Executive, Finance & Accounts, TBL.
12. Personal file.
13. Office Copy.