

No: 14.35.0000.020.08.066.16/213

Date: 28-November-2017

Office Order

Subject: Permission of Extension of Leave (Ex-Bangladesh).

Ref.: S & D and CRM letter no.: 14.35.0000.067.08.001.16/59, Date: 26/11/2017.

During Probation period there is no scope of providing Annual Leave as per Leave Regulations (By-Laws) of Teletalk Bangladesh Limited (TBL). In case of emergency TBL Management was granted the ex- Bangladesh leave of Ms. Benozir Effat, Assistant Manager, Sales, Distribution and CRM, Teletalk Bangladesh Limited to visit Singapore for treatment of her mother from November 14, 2017 to November 23, 2017 for 10 (Ten) days vide letter no.: 14.35.0000.020.08.036.17/120, Date: 05-November-2017.

In response to the prayer for additional One day leave with the previous 10 (Ten) days leave (Ex-Bangladesh) vide the letter under reference, TBL Management conveys the approval to rescheduled of 11 (Eleven) days leave (Ex-Bangladesh) from November 27, 2017 to December 07, 2017 for staying in Singapore. This additional one day leave is also granted as leave without pay. You will get only house rent and medical allowances for these days. All other conditions stated in letter no.: 14.35.0000.020.08.036.17/120, Date: 05-November-2017 shall remain unchanged.

This letter is issued with the approval of Managing Director, Teletalk Bangladesh Limited.


(Kazi Fazlul Haque) 28-11-17
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, S & D and CRM, 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. Ms. Benozir Effat, Assistant Manager, S & D and CRM, TBL.
11. Ms. Farzana Akter, Executive, Admin, TBL.
12. Personal file.
13. Office Copy.