

No: 14.35.0000.020.08.089.18/73

Date: 15th November, 2018

Office Order

Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted **Ex-Bangladesh leave** of Ms. Jasmin Meher, Associate of Sales, Distribution and CRM of TBL to visit India for treatment purpose from **20th November, 2018** or from the date of availing the leave for 10 (Ten) days leave under following conditions:

1. All cost of the journey will be borne by Ms. Jasmin Meher.
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. 10 (Ten) days leave will be adjusted from her annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Ms. Jasmin Meher will be released from her post on local arrangement and will join her own post after availing the leave with due intimation to all concerned. She must report to Admin department of TBL and 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.


15.11.18

(Md. Rezaul Kabir)
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, Sales, Distribution and CRM of 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. Ms. Jasmin Meher, Associate, Sales, Distribution and CRM of TBL.
11. Personal file.
12. Office Copy.