

No: 14.35.0000.020.08.036.17/254

Date: 16-May-2018


Office Order

Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited has granted the ex-Bangladesh leave of Ms. Nur Afia Farzana, Senior Executive, Sales & Distribution and CRM, Teletalk Bangladesh Limited to visit Singapore from May 22, 2018 to May 28, 2018 for 07 (Seven) days or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Ms. Nur Afia Farzana.
2. Over stay will be treated as misconduct.
3. The 07 (Seven) days leave will be adjusted from her annual leave.
4. Casual leave or weekly holidays cannot be consumed with the annual leave.

Ms. Nur Afia Farzana will be released from her post on local arrangement and will join her post after the leave and must report to Admin department of TBL through proper channel. She will also submit photocopy of relevant pages (with arrival & departure seal) of her passport to this office.


(Kazi Fazlul Haque) 16.5.18
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. Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.
5. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
6. Managing Director, TBL.
7. General Manager, Sales & Distribution 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. Nur Afia Farzana, Senior Executive, Sales & Distribution and CRM, TBL.
11. Personal file.
12. Office Copy.