

No: 14.35.0000.020.08.075.16/140

Date: 05-April-2017

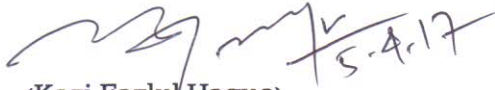
Office Order

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 Nepal with her family from April 10, 2017 to April 18, 2017 for 09 (Nine) 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 09 (Nine) days leave will be adjusted from her annual leave.

Ms. Nur Afia Farzana will be released from her post handing over the charge to Suraiya Jesmin Lima, Executive, Sales & Distribution and CRM 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)
General Manager (Admin)

For kind information & necessary action:

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: PS to Secretary).
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. General Manager, Sales & Distribution and CRM, TBL.
7. General Manager, IT & Billing, TBL. He is requested to take necessary steps to update the concern information in TBL website.
8. Company Secretary, TBL.
9. Ms. Nur Afia Farzana, Senior Executive, Sales & Distribution and CRM, TBL.
10. Ms. Suraiya Jesmin Lima, Executive, Sales & Distribution and CRM, TBL.
11. Personal file.
12. Office Copy.