

No: 14.35.0000.020.08.036.17/180

Date: 04-January-2018

Office Order

Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited has granted the ex-Bangladesh leave of Ms. Tanjin Hossain, Assistant Manager, Finance & Accounts, Teletalk Bangladesh Limited to visit Thailand from February 26, 2018 to March 07, 2018 for 10 (Ten) days or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Ms. Tanjin Hossain.
2. Over stay will be treated as misconduct.
3. 10 (Ten) days leave is adjusted from her annual leave.

Ms. Tanjin Hossain 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.

Please note that, casual leave or weekly holidays are not allowed to be consumed with the stipulated annual leave period.

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


(Kazi Fazlul Haque)
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, Finance & Accounts, 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. Tanjin Hossain, Assistant Manager, Finance & Accounts, TBL.
11. Personal file.
12. Office Copy.