

No14.35.0000.020.08.092.18/269

Date: 22 January, 2020

Office Order

Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave to **Mrs. Jannatul Furdus (Lucky)**, Associate of Sales, Distribution & CRM of TBL to visit **India** for her infertility treatment purpose for **90 (Ninety) days** from **25 January, 2020 to 23 April, 2020** or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mrs. Jannatul Furdus (Lucky).
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. 90 (Ninety) days leave will be adjusted from her annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mrs. Jannatul Furdus (Lucky) will be released from her post after handing over the charge to Mrs. Foujia Sultana, Executive (6075) of Sales, Distribution & CRM of TBL. She will join her own post after availing the leave and must report to admin department of TBL. She will 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.



(Targhibul Islam)
Deputy 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 Shahjalal International Airport, Dhaka.
4. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
5. Immigration Officer, Hazrat Shahjalal International Airport, 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 upload the Office Order in TBL website.
9. Company Secretary, TBL.
10. Mrs. Jannatul Furdus (Lucky), Associate, S&D and CRM, TBL.
11. Mrs. Foujia Sultana, Executive, S&D and CRM, TBL.
12. Personal file.
13. Office Copy.