

No: 14.35.0000.020.08.066.16/96

Date: 29-December-2016

**Office Order**


**Subject: Permission of Ex-Bangladesh Leave.**

Management of Teletalk Bangladesh Limited has granted the ex-Bangladesh leave of Most. Kawsar Pervin, Executive, Sales & Distribution and Customer Relation Management, Teletalk Bangladesh Limited to visit Malaysia from January 22, 2017 to February 01, 2017 for 11 (Eleven) days or from the date of availing the leave under following conditions:

1. All cost of the stay will be borne by Most. Kawsar Pervin.
2. Over stay will be treated as misconduct.
3. The 11 (Eleven) days leave will be adjusted from her annual leave.

Most. Kawsar Pervin will be released from her post after handing over the charge to Ms. Gita Rani Das, Associate, S & D and CRM, TBL 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.

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, S & D 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. Most. Kawsar Pervin, Executive, S & D and CRM, TBL.
11. Personal file.
12. Office Copy.