



Bangladesh Telecommunications Company  
Limited (BTCL)  
Head Office  
Telejogajog Bhaban, 37/E, Eskaton Garden,  
Dhaka-1000  
<http://www.btcl.gov.bd> । বিটিসিএল.বাংলা

**Record Number:** 14.33.0000.013.08.001.21.34

**Date:** 05/02/2025

### Office Order

Rest and Recreation leave granted to Ms. Farjana Rashid, Manager (Phones-1), Gulshan, BTCL, Dhaka (**Passport Number: A02211791**) has been converted to Ex-Bangladesh Leave and permitted to visit Srilanka and Maldives for tourism purpose with her husband for 15 (Fifteen) days with effect from 16-02-2025 to 02-03-2025 or from the date of commencement of leave under the terms & conditions mentioned below:

1. This approval is applicable for single trip only;
2. The expenditure relevant to this visit will be borne by her;
3. Under no condition, the leave will be extended;
4. She will draw her usual pay and allowances from Bangladesh in local Currency;
5. She will be released from all her posts with local arrangements.
6. She must return to the country within the stipulated time & join her office.

This order is issued with the approval of the Managing Director, BTCL.

### Attachments:

- (1) সংযুক্তি
- (2) পাসপোর্ট

05-02-2025  
Sayeed Mahmud  
General Manager (HR-1 )  
0255141744  
[gm.hr1@btcl.gov.bd](mailto:gm.hr1@btcl.gov.bd)

**Record Number:** 14.33.0000.013.08.001.21.34/1 (9)

**Date:** 05/02/2025

**Copy for Kind Information and Necessary Action (Not in the order of seniority):**

1. Managing Director, Managing Director's Office, Bangladesh Telecommunications Company Limited (BTCL);
2. DMD (CA/ M and O/ SO/ Finance/ P and D), BTCL;
3. Chief General Manager, DTR (North), Gulshan, BTCL, Dhaka;
4. Immigration Officer, Hazrat Shahjalal International Airport Dhaka;
5. Controller of Foreign Currency, Bangladesh Bank, Dhaka.;
6. DGM (Additional Charge ), DGM,HR-3, Bangladesh Telecommunications Company Limited (BTCL);
7. DGM (Pay and Allowance ), Bangladesh Telecommunications Company Limited (BTCL);
8. Concerned Officers and
9. Office Copy.



A handwritten signature in black ink, appearing to read 'Sayeed Mahmud', located above the printed name and title.

05-02-2025  
Sayeed Mahmud  
General Manager (HR- 1)