



Government of People's Republic of Bangladesh  
Bangladesh Telecommunication Regulatory Commission  
Plot#E-5/A, Sher-e-Bangla Nagar,  
Agargaon Administrative Area, Dhaka-1207.  
[www.btrc.gov.bd](http://www.btrc.gov.bd)

No.14.32.0000.400.32.157.12.123

Date: 21/01/2025

**Subject: Sanction of Ex-Bangladesh leave of Mr. S. M. Afzal Reza, Deputy Director (Administration), BTRC, Dhaka to Thailand.**

The undersigned is directed to convey the sanction of Ex-Bangladesh Leave (earned leave) to Mr. S.M. Afzal Reza, Deputy Director, Administration Division, Bangladesh Telecommunication Regulatory Commission (BTRC), Dhaka to visit Thailand from 1-15 February 2025 or 15 (fifteen) days from the date of commencement of leave (including travel time).

**2. The sanction is subject to the following terms and conditions:**

- a) His wife Mrs. Eva Khanom (Passport no.-A04520553), Daughter Sarah Reza (Passport no.-A04507135) & Son Arham Reza (Passport No.A04508461) will be accompanying him during the travel.
- b) All the related expenses of this tour will be borne by himself;
- c) This Ex-Bangladesh leave will be deducted from his Eearn Leave;
- d) He will not be allowed to overstay;
- e) He will submit the flight itinerary to Administration Division before his departure for this tour;

3. The order has been issued with the approval of the competent authority.

Original  
21.01.25  
(M. A. Taleb Hossain)  
Director (Admin), BTRC  
Phone: + 88 02 222217115

**Copy forwarded for kind information & necessary action to (not according to the seniority):**

1. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Shegun Bagicha, Dhaka, With a request to issue a note verbal/Letter of Introduction(LOI) in favour of Mr. S.M. Afzal Reza and his family members.
2. Director General, Immigration & Passport, Agargaon, Dhaka.
3. Director, Hazrat Shahjalal International Airport, Kurmitola, Dhaka.
4. Director, Finance, Accounts & Revenue, BTRC, Dhaka.
5. Deputy Director (Office Mangement, IT, Security & Protocol), BTRC, Dhaka (Request to upload on BTRC website).
6. Mr. S. M. Afzal Reza, Deputy Director, Administration Division, BTRC, Dhaka.
7. PS to Chairman & PO to Commissioners, BTRC, Dhaka (for kind information of the Chairman & & Commissioners).
8. PO to Director General (Admin), BTRC, Dhaka (for kind information of the Director General)
9. Office Copy.