



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)



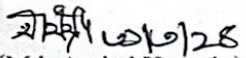
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Date: 31/03/2024

**Subject: Sanction of Ex-Bangladesh leave of Mr. S.M. Afzal Reza, Deputy Director (Engineering & Operations), BTRC to Malaysia.**

The undersigned is directed to convey the sanction of Ex-Bangladesh Leave (earned leave) to Mr. S.M. Afzal Reza, Deputy Director, Engineering & Operations Division, Bangladesh Telecommunication Regulatory Commission (BTRC), Dhaka to visit Malaysia from 6-19 April 2024 or 14 (fourteen) 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) & brother Yamun Khan (Passport no.-A13160531) 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 earn 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.

  
(Md. Amjad Hossain)  
Deputy Director (Admin)  
Phone: + 88 02 222217154

**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, Engineering & Operations 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/E&O), BTRC, Dhaka (for kind information of the Director General)
9. Office Copy.