

No14.35.0000.020.08.089.19/213

Dated: 30 April, 2023

## Office Order

### **Subject: Permission for availing of Annual Leave (Ex-Bangladesh).**

Mr. Dipak Kumar Deb (Employee ID-1220379 & valid passport no-A04691676), Manager of the System Operations Department has been granted annual leave (Ex-Bangladesh) to travel to India for the purpose of treatment for a period of 29 (twenty-nine) days from 02 May 2023 to 30 May 2023 or from the date of availing the leave under following conditions:

1. All costs of the journey will be borne by himself.
2. Any overstay abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. Leave of 29 (twenty-nine) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.

Mr. Dipak Kumar Deb will be released from his post after handing over the charge to Mr. Ashraful Islam, Deputy Manager of the System Operations (Dhaka) Department. He will join his own post after availing the leave and report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of his passport.

This letter is issued with the approval of the Managing Director, Teletalk Bangladesh Limited.

  
30/04/2023

(Ahammed Ullah)

General Manager (Admin)

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For kind information & necessary action; (Not according to seniority):

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, Teletalk Bangladesh Limited).
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. General Manager, Finance & Accounts, TBL.
7. General Manager, System Operations (Dhaka) Department, TBL.
8. PS to Managing Director, TBL (For kind information, Managing Director, TBL).
9. Mr. Dipak Kumar Deb, Manager, System Operations (Dhaka) Department, TBL.
10. Mr. Ashraful Islam, Deputy Manager, System Operations (Dhaka) Department, TBL.
11. Mrs. Sabrina Tania, Assistant Manager, Admin (For Office attendance report).
12. Ms. Sadia Nawreen, Assistant Manager, Admin (for Salary related).
13. Personal file.
14. Office Copy