

Teletalk Bangladesh Limited

A State Owned Mobile Network Operator

No14.35.0000.020.08.089.18/190

Date: 16 February, 2022

Office Order


Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave to Mrs. Tamina Khatun (Official ID-1110506 & valid passport no-D00010623), Additional General Manager of Finance & Accounts department of TBL (main charge) and General Manager of Marketing & VAS department of TBL (additional charge) to visit Saudi Arabia for performing Umrah Hajj purpose for 07 (Seven) days from 22 February, 2022 to 28 February, 2022 or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mrs. Tamina Khatun.
2. Any over stay in abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. 07 (Seven) days leave will be adjusted from her annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mrs. Tamina Khatun will be released from her post after handing over the charge of Additional General Manager, Finance & Accounts (main charge) to Md. Khairul Amin (DGM), Finance & Accounts department of TBL and General Manager, Marketing & VAS (additional charge) to Mr. Sadan Kumar Das, General Manager, Admin department of TBL. She will join her own post after availing the leave and report to admin department of TBL. She will also submit photocopy of relevant pages (with arrival & departure seal) of his passport to this office.

This letter is issued with the approval of Managing Director, TBL.


16.02.2022

(Sadan Kumar Das)
General Manager (Admin)

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

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: CS of TBL).
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. Managing Director, TBL.
7. General Manager, Finance & Accounts, TBL.
8. General Manager, IT & Billing, TBL. (He is requested to take necessary steps to upload the Office Order in TBL website).
9. Mr. Sadan Kumar Das, General Manager, Admin, TBL.
10. Mrs. Tamina Khatun, General Manager, Marketing & VAS, TBL.
11. Mr. Md. Khairul Amin, DGM, Finance & Accounts, TBL.
12. Company Secretary, TBL.
13. Personal file.
14. Office Copy.