

Teletalk Bangladesh Limited

State-owned mobile network
operator



Administration Department



Rajuk Commercial Complex,
Gulshan-1, Dhaka.

www.teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০৪৯

Date: ২৯ বৈশাখ ১৪৩০ বঙ্গাব্দ
১২ মে ২০২৩ খ্রিস্টাব্দ

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

Mr. ABM Rayhanul Hoque (Employee ID-1210158 & valid passport no-A01320106), Assistant Manager, Sales, Distribution & CRM Department has been granted annual leave (Ex-Bangladesh) to travel to India for the purpose of his treatment for a period of 30 (thirty) days from 14 May 2023 to 12 June 2023 or from the date of handover of his charge under the 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 30 (thirty) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.

Mr. ABM Rayhanul Hoque will be released from his post after handing over the charge to Mr. Pulak Kumar Saha, Deputy Manager of the Sales, Distribution & CRM Department. He will join his own post after availing of 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.



১২-০৫-২০২৩

Ahammed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০৪৯/১ (১৩)

Date: ২৯ বৈশাখ ১৪৩০ বঙ্গাব্দ
১২ মে ২০২৩ খ্রিস্টাব্দ

Copy sent for information and necessary (where applicable) action

(not in order of seniority):

- ১। Chairman, BoD, TBL & Secretary, Post & Telecom Division, Dhaka;
- ২। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৩। Director,, Hazrat Shahjalal International Airport, Dhaka.;
- ৪। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৫। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
- ৬। General Manager, Finance & Accounts, TBL.;
- ৭। General Manager, Sales, Distribution & CRM Department, TBL.;
- ৮। PS to Managing Director, TBL (For kind information, Managing Director, TBL).;
- ৯। Mr. A.B.M.Rayhanul Hoque, Assistant Manager, Sales, Distribution & CRM Department, TBL.;
- ১০। Mr. Pulak Kumar Saha, Assistant Manager, Sales, Distribution & CRM Department, TBL.;
- ১১। Mrs. Sabrina Tania, Assistant Manager, Admin (for office attendance report);
- ১২। Ms. sadia Nawreen, Assistant Manager, Admin (for salary related) এবং
- ১৩। Office Copy।

