



Teletalk Bangladesh Limited  
Rajuk Commercial Complex  
Gulshan-1, Dhaka-1212  
www.teletalk.com.bd



Seek  
Attention  
Limited

Record Number: 14.35.0000.020.08.001.20.809

Date: 30/11/2022

**Subject: Permission of Ex-Bangladesh Leave.**

Mrs. Benozir Effat (Employee ID-1110630 & valid passport no-B00082065), Manager of IT & Billing Department has been granted annual leave (Ex-Bangladesh) to go to Thailand for the purpose of her Husband's treatment for 13 (thirteen) days from 17 December 2022 to 29 December 2022 or from the date of availing the leave under following conditions:

1. All costs of the journey will be borne by herself.
2. Any overstay abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. Leave of 13 (thirteen) days will be adjusted from her accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to the annual leave.

Mrs. Benozir Effat will be released from her post after handing over the charge to Mrs. Afrin Akhter, Manager of the IT & Billing Department. She will join her own post after availing the leave and will report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of her passport.

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

04-12-2022

Ahammed Ullah

General Manager (Admin)

Phone: 02-222291060

Fax: 02-222282828

Email:

ahammed.ullah@teletalk.com.bd

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14.35.0000.020.08.001.20.809/1(12)

Copy for Kind Information and Necessary Action,

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 and Accounts), Teletalk Bangladesh Limited

7) General Manager (IT & Billing), IT & Billing, Teletalk Bangladesh Limited

8) PS to Managing Director, Office of the Managing Director, Teletalk Bangladesh Limited (For kind information, Managing Director, TBL).

9) Mrs. Afrin Akhter, Manager (IT & Billing), IT & Billing, Teletalk Bangladesh Limited

10) Mrs. Benozir Effat, Manager, IT & Billing, Teletalk Bangladesh Limited

11) personal copy

12) Office Copy



04-12-2022

**Shirin Akhter**

**Additional General Manager**