



Teletalk Bangladesh Limited
State-owned mobile network operator
Administration Department
Rajuk Commercial Complex, Gulshan-1,
Dhaka.
www.teletalk.com.bd



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১২৮৪

Date: ২৪ আষাঢ় ১৪৩০ বঙ্গাব্দ
০৮ জুলাই ২০২৩ খ্রিস্টাব্দ

Office order

Mr. Tasrif Rahman (Employee ID-1210571 & Valid passport no-A02173158), Deputy Manager, Planning & Implementation Department has been granted annual leave (Ex-Bangladesh) to travel to India for the purpose of treatment of his mother for a period of 14 (fourteen) days from 13 July 2023 to 26 July 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 in abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. Leave of 14 (fourteen) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.

Mr. Tasrif Rahmen will be released from his post on local arrangements. 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.

০৮-০৭-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১২৮৪/১ (১২)

Date: ২৪ আষাঢ় ১৪৩০ বঙ্গাব্দ
০৮ জুলাই ২০২৩ খ্রিস্টাব্দ

Copy sent for information and necessary (where applicable) action
(not in order of seniority):

- ১। Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, Teletalk Bangladesh Limited).;
- 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 (Planning & Implementation), Teletalk Bangladesh Limited;
- ৮। PS to Managing Director, TBL (For kind information, Managing Director, TBL).;
- ৯। Mr. Tasrif Rahman, Dy Manager (IT & Billing), Teletalk Bangladesh Limited;
- ১০। Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১১। Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১২। Office, Copy।



০৯-০৭-২০২৩

Shirin Akther
Addl General Manager (Admin)