



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



Seek  
Attention  
Limited

Record Number: 14.35.0000.020.08.001.20.278

Date: 2/3/2023

**Subject: Permission for availing of Annual Leave (Ex-Bangladesh)**  
Mr. Mohammad Ali Mortuza (Employee ID-1210110 & valid passport no-A06831538), Deputy Manager of System Operations (Dhaka) Department has been granted annual leave (Ex-Bangladesh) to travel Saudi Arabia for the purpose of performing Umrah Hajj for a period of 15 (fifteen) days from 05 March 2023 to 19 March 2023 or from the date of handover of his charge 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 15 (fifteen) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added with annual leave.

Mr. Mohammad Ali Mortuza will be released from his post after handing over the charge to Mr. Muhammad Shakhawat Hossain, Manager of the System Operations (Dhaka) 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 office order is issued with the approval of the Managing Director, Teletalk Bangladesh Limited.

02-03-2023

Ahammed Ullah  
General Manager (Admin)  
Phone: 02-222291060  
Fax: 02-222282828  
Email:

Record Number:

Date: 2/3/2023

14.35.0000.020.08.001.20.278/1(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, System Operation (Dhaka), Teletalk Bangladesh Limited
- 7) General Manager (Finance and Accounts), Teletalk Bangladesh Limited
- 8) PS to Managing Director, Office of the Managing Director, Teletalk Bangladesh Limited (For kind information, Managing Director, TBL).
- 9) Mr. Muhammad Shakhawat Hossain, Manager, System Operations (Dhaka), Teletalk Bangladesh Limited
- 10) Mr. Mohammad Ali Mortuza, Deputy Manager, System Operations (Dhaka) Teletalk Bangladesh Limited
- 11) personal copy
- 12) Office Copy



02-03-2023

Ahammed Ullah

General Manager (Admin)