



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৭৯২

Date: ৯ অগ্রহাষণ ১৪৩০ বঙ্গাব্দ
২৪ নভেম্বর ২০২৩ খ্রিস্টাব্দ

Office order

Mr. Rayhan Uddin (Employee ID-1210266 & Valid passport no- A11072631) Assistant Manager of Sales, Distribution & CRM Department has been granted annual leave (Ex-Bangladesh) to travel India for the purpose of his treatment for a period of 15 (Fifteen) days. from 27 November 2023 to 11 December 2023 or from the date of availing the leave under following terms & 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 to this leave.
6. A charge handover & take over report in prescribed form should be sent to all concerns of TBL.

Mr. Rayhan Uddin will be released from his post after handing over the charge to Mr. Md. Alamgir Hossain, Assistant Manager, Sales, Distribution & CRM Department. Mr. Md. Alamgir Hossain will look after the charge in addition to his main responsibilities. He will join his own post after availing the leave and send report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of his passport through proper channel.

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

২৪-১১-২০২৩

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

Number:

Date: ৯ অগ্রহাষণ ১৪৩০ বঙ্গাব্দ
২৪ নভেম্বর 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। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;

৩। General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & others profile);

৪। General Manager (Sales, Distribution & CRM), Teletalk Bangladesh Limited;

৫। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;

৬। Director General, Passport & Immigration, Agargaon, Dhaka.;

৭। Director, Hazrat Shahjalal International Airport, Dhaka;

৮। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;

৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;

১০। Mr. Rayhan Uddin, Asstt Manager, Sales, Distribution & CRM Dept, Teletalk Bangladesh Limited;

১১। Mr Alamgir Hossain, Asstt Manager, Sales, Distribution & CRM Dept, Teletalk Bangladesh Limited;

১২। Mr Hasnain Ahmed, Asstt Manager (Admin), Teletalk Bangladesh Limited;

১৩। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং

১৪। Office copy, ।



A rectangular box containing a handwritten signature in blue ink, which appears to read "Shirin Akther".

২৫-১১-২০২০

Shirin Akther

Addl General Manager (Admin)