



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৬৯১

Date: ১৫ কার্তিক ১৪৩০ বঙ্গাব্দ  
৩১ অক্টোবর ২০২৩ খ্রিস্টাব্দ

### Office order

Mr. Debdas Biswas (Employee ID-1220661 & Valid passport no- A02250890), Assistant Manager of IT & Billing Department has been granted annual leave (Ex-Bangladesh) to travel India for the purpose of his treatment for a period of 13 (thirteen) days. from 12 November 2023 to 24 November 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 in abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. Leave of 13 (thirteen) 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. Debdas Biswas will be released from his post on local arrangements. He will join his own post after availing the leave and send a report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of his passport through his controlling office.

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

৩১-১০-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৬৯১/১ (১২)

Date: ১৫ কার্তিক ১৪৩০ বঙ্গাব্দ  
৩১ অক্টোবর 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 Shahajalal International Airport, Dhaka.;

৬। General Manager, Finance & Accounts, TBL.;

৭। General Manager (IT & Billing), Teletalk Bangladesh Ltd, ;

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

৯। Mr Debdas Biswas, Asstt Manager (IT & Billing), Teletalk Bangladesh Ltd, ;

১০। Asstt Manager (Admin), Teletalk Bangladesh Ltd;

১১। Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং

১২। Office copy, ।



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

৩১-১০-২০২০

Shirin Akther

Addl General Manager (Admin)