



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৩৩২

Date: ৪ শ্রাবণ ১৪৩০ বঙ্গাব্দ  
১৯ জুলাই ২০২৩ খ্রিস্টাব্দ

Office order

Mr. Khirul Alam ( Employee ID-1210418 & Valid passport no-A00207089), Assistant Manager, Sales & Distribution and CRM Department has been granted annual leave (Ex-Bangladesh) to travel India for the purpose of treatment of his father in law for a period of 11 (eleven) days from 31 July 2023 to 10 August 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 11 (Eleven) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.

Mr. Khirul Alam will be released from his post after handing over the charge to Mr. Md. Oli Amin, Deputy Manager, Sales & Distribution and CRM Department . 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 office order is issued with the approval of the Managing Director, Teletalk Bangladesh Limited.

১৯-০৭-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৩৩২/১ (১৩)

Date: ৪ শ্রাবণ ১৪৩০ বঙ্গাব্দ  
১৯ 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 Shahajalal International Airport, Dhaka.;
- ৬। General Manager, Finance & Accounts, TBL.;
- ৭। General Manager, Sales, Distribution & CRM, Teletalk Bangladesh Limited;
- ৮। PS to Managing Director, TBL (For kind information, Managing Director, TBL).;
- ৯। Mr. Oli Amin, Dy Manager, Sales, Distribution & CRM, Teletalk Bangladesh Limited;
- ১০। Mr. Khirul Alam, Assistant Manager, Sales, Distribution & CRM, Teletalk Bangladesh Limited;
- ১১। Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১২। Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৩। Office, Copy।



১১-০৭-২০২৩

Shirin Akther  
Addl General Manager (Admin)