



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



Seek
Attention
Limited

Record Number: 14.35.0000.020.08.001.20.871

Date: 13/12/2022

Subject: Permission for availing of Annual Leave (Ex-Bangladesh)

Mr. Md. Khurshid Alam (Employee ID-1210009 & valid passport no-A04002329), Assistant Manager of Admin Department has been granted annual leave (Ex-Bangladesh) to go to United Arab Emirates (UAE) for the purpose of his wife's treatment for 07 (seven) days from 18 December, 2022 to 24 December, 2022 or from the date of availing the leave under following conditions:

1. All cost 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. 07 (seven) days leave will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mr. Kazi Rokibul Islam, Senior Assistant Manager (Admin) & PS to Managing Director (Addl Charge) will prepare and maintain the daily schedule of MD, TBL. Mr. Md. Khurshid Alam will be released from his post after handing over the charge to Md. Saif Uddin, Assistant Manager of Admin 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.

15-12-2022

Ahammed Ullah
General Manager (Admin)

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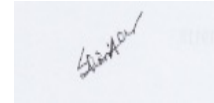
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14.35.0000.020.08.001.20.871/1(11)

Copy for Kind Information and Necessary Action,

- 1) Chairman, TBL & Secretary, PTB, 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 (Finance and Accounts), Teletalk Bangladesh Limited
- 7) PS to Managing Director, Office of the Managing Director, Teletalk Bangladesh Limited (For kind information, Managing Director, TBL).
- 8) Md. Saif Uddin, Assistant Manager, Admin, Teletalk Bangladesh Limited
- 9) Mr. Md. Khurshid Alam, Assistant Manager, Admin, Teletalk Bangladesh Limited
- 10) personal copy
- 11) Office Copy



15-12-2022

Shirin Akhter

Additional General Manager