



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০২৯

Date: ২৮ ভাদ্র ১৪৩১ বঙ্গাব্দ  
১২ সেপ্টেম্বর ২০২৪ খ্রিস্টাব্দ

### Office order

Mr. Maruf Ahmed (Employee ID-1210354 & Valid passport No-A05856670), Manager, System Operations (Dhaka) Department has been granted Annual Leave (Ex-Bangladesh) to travel Saudi Arabia to perform the Holy Ummrah Hajj for a period of 22 (Twenty Two) days from 15 September 2024 to 06 October 2024 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 22 (Twenty-Two) 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 the prescribed form should be sent to all concerns of TBL.

Mr. Maruf Ahmed will be released from his post after handing over his responsibility to Mr. Borhan Uddin (1210461), Manager, System Operations (Dhaka) Department, and Mr. Borhan Uddin will look after the charge in addition to his main responsibility. Mr. Maruf Ahmed will join his own post after availing of 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 the proper channel.

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

১২-০৯-২০২৪

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

Number:

Date: ২৮ ভাদ্র ১৪৩১ বঙ্গাব্দ  
১২ সেপ্টেম্বর ২০২৪ খ্রিস্টাব্দ

**Copy sent for information and necessary (where applicable) action (not in order of seniority):**

- ১। Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited);;
- ২। Director General, Passport & Immigration, Agargaon, Dhaka.;;
- ৩। Director, Hazrat Shahjalal International Airport, Dhaka;;
- ৪। General Manager, System Operations (Dhaka), Teletalk Bangladesh Limited;
- ৫। General Manager, Finance & Accounts Dept, Teletalk Bangladesh Limited;
- ৬। General Manager, IT & Billing Dept, Teletalk Bangladesh Limited;
- ৭। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;;
- ৮। PS to Managing Director (Addl Charge), Teletalk Bangladesh Limited;
- ৯। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;;
- ১০। Maruf Ahmed, Manager, System Operations (Dhaka), Teletalk Bangladesh Limited;
- ১১। Borhan Uddin, Manager, System Operations (Dhaka), Teletalk Bangladesh Limited;
- ১২। Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Limited এবং
- ১৩। Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Limited।



A handwritten signature in black ink, appearing to read 'Humayun', located to the right of the QR code.

১২-০৯-২০২৪

**Md. Humayun Kabir**  
Dy General Manager (Admin)