



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৬১৭

Date: ২০ আশ্বিন ১৪৩০ বঙ্গাব্দ  
০৫ অক্টোবর ২০২৩ খ্রিস্টাব্দ

### Office order

Mr. Md. Ranak Ahsan (Employee ID-1210466 & Valid passport no-A08065732), Senior Manager, Regulatory & Corporate Relation Department has been granted annual leave (Ex-Bangladesh) to travel India for the purpose of treatment of his mother for a period of 14 (Fourteen) days from 08 October 2023 to 21 October 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 14 (Fourteen) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.
6. He will be released from his post on local arrangements.
7. A charge handover & take over report in prescribed form should be sent to all concerns of TBL.

Mr. Md. Ranak Ahsan will be released from his post after handing over the charge to Mr. Md. Saifuddowla, Manager, Regulatory & Corporate Relations Department. Mr. Md. Saifuddowla will look after the charge in addition to his main responsibilities. 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 letter is issued with the approval of the Managing Director, Teletalk Bangladesh Limited

০৫-১০-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৬১৭/১ (১৩)

Date: ২০ আশ্বিন ১৪৩০ বঙ্গাব্দ  
০৫ 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। Addl General Manager (Regulatory & Corporate Relationship), Teletalk Bangladesh Limited;
- ৮। Senior Manager (Regulatory & Corporate Relationship), Teletalk Bangladesh Limited;
- ৯। PS to Managing Director, TBL (For kind information, Managing Director, TBL).;
- ১০। Manager (Regulatory & Corporate Relationship), 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।



০৫-১০-২০২৩

Shirin Akther

Addl General Manager (Admin)