



টেলিটক বাংলাদেশ লিমিটেড
রাষ্ট্রীয় মালিকানাধীন মোবাইল নেটওয়ার্ক অপারেটর
প্রশাসন বিভাগ
রাজউক কমার্শিয়াল কমপ্লেক্স, গুলশান-১, ঢাকা
www.teletalk.com.bd



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৮৩

Date: ২৯ মাঘ ১৪৩১ বঙ্গাব্দ
১২ ফেব্রুয়ারি ২০২৫ খ্রিস্টাব্দ

Office order

Mr. Md. Billal Hossain (Employee ID-1210052 & Valid passport No-A00060366), Driver, Admin Department has been granted Annual Leave (Ex-Bangladesh) to travel Saudi Arabia to perform the Holy Ummrah Hajj for a period of 21 (Twenty-One) days from 17 March 2025 to 06 April 2025 or from the date of availing the leave under the 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 21 (Twenty-One) 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. Md. Billal Hossain will be released from his post after handing over his responsibility to Mr. Md. Shofiquil Islam (Employee ID-3210045), Driver, Digital Services Department (main charge) and Admin Department (additional charge). Mr. Shofiquil Islam will look after the charge in addition to his main responsibilities. Mr. Md. Billal Hossain 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 her passport through the proper channel.

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

১২-০২-২০২৫

Md. Ruhul Quddus
General Manager (Administration)
(Additional Responsibilities)
ruhul.quddus@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৮৩/১ (১১)

Date: ২৯ মাঘ ১৪৩১ বঙ্গাব্দ
১২ ফেব্রুয়ারি ২০২৫ খ্রিস্টাব্দ

Copy sent for information/notification and necessary action (not in order of seniority) :

1. Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited);
2. Director General, Passport & Immigration, Agargaon, Dhaka.

3. Director, Hazrat Shahjalal International Airport, Dhaka;
4. General Manager, Finance & Accounts Dept, Teletalk Bangladesh Limited.
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
6. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
7. Deputy General Manager (Administration), Administration Department, Teletalk Bangladesh Limited.
8. Mrs. Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Limited.
9. Mr. Sadia Nowrin, Assistant Manager, Teletalk Bangladesh Limited.
10. Md. Billal Hossain, Driver, Admin Department, TBL.
11. Md. Shofiqul Islam, Driver, Admin Department, TBL.



A handwritten signature in black ink, appearing to read 'Humayun Kabir'.

১৩-০২-২০২৫

Md. Humayun Kabir
Dy General Manager (Admin)