



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



Date: ২৯ কার্তিক ১৪৩১ বঙ্গাব্দ  
১৪ নভেম্বর ২০২৪ খ্রিস্টাব্দ

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১২৬৬

### Office order

Mr. Md. Hasan Shahriar (Employee ID-1210437 & Valid passport No-A08977074), Deputy Manager, Sales, and Marketing Department has been granted Annual Leave (Ex-Bangladesh) to travel to India for the purpose of treatment of his wife for 22 (Twenty Two ) days from 16 November 2024 to 07 December 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. Md. Hasan Shahriar will be released from his post after handing over his responsibility to Mr. Md. Mahfuzur Rahman Sumon (1210089), Assistant Manager, Sales and Marketing Department. Mr. Md. Mahfuzur Rahman Sumon will look after the charge in addition to his main responsibilities. Md. Hasan Shahria will join his own post after availing of the leave and send the report to the Admin Department of TBL along with the photocopy of the 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.

১৪-১১-২০২৪  
Ahammed Ullah  
General Manager (Admin)  
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১২৬৬/১ (১৪)

Date: ২৯ কার্তিক ১৪৩১ বঙ্গাব্দ  
১৪ নভেম্বর ২০২৪ খ্রিস্টাব্দ

Copies are forwarded (not in order of seniority) for notice/notification and necessary action :

- ১। Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited)।  
২। Director General, Passport & Immigration, Agargaon, Dhaka.।  
৩। General Manager, Finance & Accounts, Teletalk Bangladesh Limited।  
৪। General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & other profile of the said officers)।  
৫। General Manager (Sales & Marketing), Teletalk Bangladesh Limited।  
৬। Director, Hazrat Shahjalal International Airport, Dhaka।  
৭। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.।  
৮। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.।  
৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).।  
১০। Mr. Md. Hasan Shahriar, Dy Manager, Sales & Marketing, Teletalk Bangladesh Limited।  
১১। Mr. Md. Mahfuzur Rahman Sumon, Asstt Manager, Sales & Marketing, Teletalk Bangladesh Limited।  
১২। Mrs. Sabrina Tania, AM (Admin), Admin department, TBL।  
১৩। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd।  
১৪। Office copy।



A handwritten signature in black ink, appearing to read 'Humayun', located on the right side of the page.

১৪-১১-২০২৪

Md. Humayun Kabir  
Deputy General Manager, Admin