



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



Seek
Attention
Limited

Record Number: 14.35.0000.020.08.001.20.12

Date: 5/1/2023

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

Mr. Md. Imran Kabir (Employee ID-1210662 & valid passport no-BW0554903), Assistant Manager of the Sales, Distributions & CRM Department has been granted annual leave (Ex-Bangladesh) to go to India for the purpose of Pilgrim (at Azmir Sharif) for 07 (Seven) days from 08 January 2023 to 14 January 2023 or from the date of availing the leave under following 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. 07 (Seven) days of leave will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be consumed with annual leave.

Mr. Imran Kabir will be released from his post after handing over the charge to Mr. Md. Rafiqul Islam, Assistant Manager of the Sales, Distributions & CRM 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.

5-1-2023

Ahammed Ullah
General Manager (Admin)
Phone: 02-222291060
Fax: 02-222282828

Email:
ahammed.ullah@teletalk.com.bd

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14.35.0000.020.08.001.20.12/1(12)

Copy for Kind Information and Necessary Action,

- 1) Chairman, TBL & Secretary, PTD, 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) General Manager (S&D and CRM), Teletalk Bangladesh Limited
- 8) PS to Managing Director, Office of the Managing Director, Teletalk Bangladesh Limited (For kind information, Managing Director, TBL).
- 9) Mr. Md. Imran Kabir, Assistant Manager, Teletalk Bangladesh Limited
- 10) Mr. Md. Rafiqul Islam, Assistant Manager, Teletalk Bangladesh Limited
- 11) personal copy
- 12) Office Copy



5-1-2023

Md. Kamruzzaman
Dy General Manager
(Admin)