



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৭৮৩

Date: ৭ অগ্রহায়ণ ১৪৩০ বঙ্গাব্দ
২২ নভেম্বর ২০২৩ খ্রিস্টাব্দ

Office order

Mr. Md. Mamun Molla (Employee ID-1210644 & Valid passport no- A00239248), Assistant Manager of System Operations (Dhaka) Department (Main charge) and Coastal & Hill Tracts Project, TBL (Additional charge) has been granted annual leave (Ex-Bangladesh) to travel India for the purpose of treatment of his wife for a period of 24 (Twenty-four) days from 23 November 2023 to 16 December 2023 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 24 (twenty-four) 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 prescribed form should be sent to all concerns of TBL.

Mr. Md. Mamun Molla will be released from his post after handing over the main charge and additional charge to Mr. Rifat Bin Salam, Deputy Manager, System Operations (Dhaka) Department. Mr. Rifat Bin Salam 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 to this office through proper channel.

This letter is issued with the approval of the Managing Director, Teletalk Bangladesh Limited

২২-১১-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৭৮৩/১ (১৫)

Date: ৭ অগ্রহায়ণ ১৪৩০ বঙ্গাব্দ
২২ নভেম্বর 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। General Manager (System Operations, Dhaka), Teletalk Bangladesh Limited;
- ৩। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৪। General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & others profile);
- ৫। Project Director, Expansion of Teletalk Network at Coastal, Hill Tracts & other hard to reach area, Teletalk Bangladesh Limited;
- ৬। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৭। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৮। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৯। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;
- ১০। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১১। Mr Rifat Bin Salam, Dy Manager, System Operations, Dhaka, Teletalk Bangladesh Limited;
- ১২। Mr Mamun Molla, Asstt Manager (System Operations, Dhaka), Teletalk Bangladesh Limited;
- ১৩। Mr Hasnain Ahmed, Asstt Manager (Admin), Teletalk Bangladesh Limited;
- ১৪। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৫। Office copy, ।



১২-১১-২০২৩

Shirin Akther

Addl General Manager (Admin)