



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



Date: ২৭ মাঘ ১৪৩০ বঙ্গাব্দ
১০ ফেব্রুয়ারি ২০২৪ খ্রিস্টাব্দ

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৭৮

Office order

Mr. Md. Mustafizur Rahman (Employee ID-1210606 & Valid Passport No-A01665370), Manager of the Sales & Marketing Department has been granted annual leave (Ex-Bangladesh) to travel to India for the purpose of his treatment for a period of 09 (Nine) days from 16 February 2024 to 24 February 2024 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 09 (Nine) 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. Mustafizur Rahman will be released from his post after handing over his responsibility to Mr. M M Asadullah (1210389), Senior Manager, Sales & Marketing Department. Mr. M M Asadullah will look after the charge in addition to his main responsibility. He 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 his passport through the proper channel.

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

১০-০২-২০২৪

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৭৮/১ (১৪)

Date: ২৭ মাঘ ১৪৩০ বঙ্গাব্দ
১০ ফেব্রুয়ারি ২০২৪ খ্রিস্টাব্দ

**Copy sent for information and necessary (where applicable) action
(not in order of seniority):**

- 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 profiles as applicable for mentioned 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। M M Asadullah, Sr Manager, Sales & Marketing Dept, Teletalk Bangladesh Limited;

১১। Mr. Md Mustafizur Rahman, Manager, Sales & Marketing Dept, Teletalk Bangladesh Limited;

১২। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;

১৩। Mr Hasnain Ahmed, Asstt Manager (Admin), Teletalk Bangladesh Limited এবং

১৪। Office copy।



A rectangular box containing a handwritten signature in blue ink, which appears to read 'Shirin Akther'.

১১-০২-২০২৪

Shirin Akther

Addl General Manager (Addl
Charge)