



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০২৫

Date: ২৭ ভাদ্র ১৪৩১ বঙ্গাব্দ
১১ সেপ্টেম্বর ২০২৪ খ্রিস্টাব্দ

Office order

Mr. Md. Nazrul Islam (Employee ID-1210194 & Valid passport No-A12441652), Manager, System Operations (Dhaka) Department has been granted Annual Leave (Ex-Bangladesh) to travel to India for the purpose of treatment for 14 (Fourteen) days from 13 September 2024 to 26 September 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 14 (Fourteen) 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. Nazrul Islam will be release from his post after handing over his responsibility to Mr. Aminul Islam (1110464), Deputy Manager, System Operations (Dhaka) Department. Mr. Md. Aminul Islam will look after the charge in addition to his main responsibility. Mr. Md. Nazrul Islam will join his own post after availing the leave and send a joining report to the Admin Department of TBL along with the photocopy of the relevant pages (with arrival & departure seal) of his passport through proper channel.

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

১১-০৯-২০২৪

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০২৫/১ (১৪)

Date: ২৭ ভাদ্র ১৪৩১ বঙ্গাব্দ
১১ সেপ্টেম্বর 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। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৪। General Manager, System Operations (Dhaka), Teletalk Bangladesh Limited;
- ৫। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৬। General Manager, IT & Billing Dept, Teletalk Bangladesh Limited;
- 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. Nazrul Islam, Manager, System Operations (Dhaka), TBL;
- ১১। Mr. Md. Aminul Islam, Deputy Manager, System Operations (Dhaka), TBL;
- ১২। Mrs. Sabrina Tania, AM (Admin), Admin department, TBL;
- ১৩। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৪। Office copy।



A handwritten signature in black ink, appearing to read 'Humayun', located above the printed name and date.

১২-০৯-২০২৪

Md. Humayun Kabir
Dy General Manager (Admin)