

(To be Replaced on Same Memo & Date)



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৩৬০

Date: ১৯ চৈত্র ১৪৩০ বঙ্গাব্দ  
২ এপ্রিল ২০২৪ খ্রিস্টাব্দ

### Office order

Mr. Muhammed Iqbal Ul Haque Bhuiyan (Employee ID-1210053 & Valid passport No-A11872145), 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 59 (Fifty-Nine) days from 23 April 2024 to 20 June 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 59 (Fifty-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 the prescribed form should be sent to all concerns of TBL.

Mr. Muhammed Iqbal Ul Haque Bhuiyan will be released from his post after handing over his responsibility to Mrs. Salma Akter (1110090), Deputy Manager and Mr. Rajat Barua (1240259), Assistant Manager, Sales and Marketing Department. Mrs. Salma Akter & Mr. Rajat Barua will look after the charge in addition to his & her main responsibilities. Md. Muhammad Iqbal Ul Haque Bhuiyan 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.

০৩-০৪-২০২৪

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৩৬০/১ (১৫)

১৯ চৈত্র ১৪৩০ বঙ্গাব্দ  
Date: ২ এপ্রিল 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 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. Muhammed Iqbal Ul Haque Bhuiyan, Dy Manager, Sales & Marketing Dept, Teletalk Bangladesh Limited;
- ১১। Mrs Salma Akhter, Dy Manager, Sales & Marketing, Teletalk Bangladesh Limited;
- ১২। Mr. Rajat Barua, Assistant TBL, Assistant Manger, Sales and Marketing Department;
- ১৩। Mrs. Sabrina Tania, AM (Admin), Admin department, TBL;
- ১৪। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৫। Office copy।



০৪-০৪-২০২৪

Shirin Akther

Addl General Manager (Addl Charge )