



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১১৯৪

Date: ৭ কার্তিক ১৪৩১ বঙ্গাব্দ
২৩ অক্টোবর ২০২৪ খ্রিস্টাব্দ

Office order

Mr. Nafeez Imtiaz Shams (Employee ID-1210423 & Valid passport No-B00039992), Deputy Manager, Digital Services Department has been granted Annual Leave (Ex-Bangladesh) to travel Saudi Arabia to perform the Holy Ummrah Hajj and travel Thailand for the purpose of his wife's treatment for a period of 20 (Twenty) days from 19 December 2024 to 07 January 2025 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 20 (Twenty) 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. Nafeez Imtiaz Shams will be released from his post on local arrangements. 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.

২৩-১০-২০২৪
Ahammed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১১৯৪/১ (১১)

Date: ৭ কার্তিক ১৪৩১ বঙ্গাব্দ
২৩ অক্টোবর ২০২৪ খ্রিস্টাব্দ

Copies forwarded (not in order of seniority) for information and necessary (where applicable) action

- :
- 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, Finance & Accounts Dept, Teletalk Bangladesh Limited;
 - ৫। General Manager (Digital Services) (Addl Charge), Office of the Planning & Implementation, Teletalk Bangladesh Limited;
 - ৬। General Manager, IT & Billing Dept, Teletalk Bangladesh Limited;
 - ৭। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;;
 - ৮। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;;
 - ৯। Mr. Nafeez Imtiaz Shams, Dy Manager, Digital Services Dept, Teletalk Bangladesh Limited;
 - ১০। Mr. Sk Shahnewaz Sultan, Dy Manager (Admin), Teletalk Bangladesh Limited এবং
 - ১১। Mrs. Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Limited।



A handwritten signature in black ink, appearing to read 'Humayun', located on the right side of the page.

২০-১০-২০২৪

Md. Humayun Kabir
Dy General Manager (Admin)