



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.২২৯

Date: ১৩ ফাল্গুন ১৪৩০ বঙ্গাব্দ  
২৬ ফেব্রুয়ারি ২০২৪ খ্রিস্টাব্দ

### Office order

As per the decision of the 230th Board of Directors (BoD) meeting of Teletalk Bangladesh Limited (TBL), Mr. Shafaatuzzaman Hasbi (Employee ID-1210443 & Passport No-A00299142), Manager of the Admin Department has been granted Study Leave (Ex-Bangladesh) for 02 (two) years from 03 March 2024 to 02 March 2026 (Including Travel Time) for pursuing Masters of Commerce (Human Resources) at the Curtin University, Australia under the following conditions:

1. All costs of the journey and study abroad will be borne by Mr. Shafaatuzzaman Hasbi. No cost will be borne by Teletalk Bangladesh Limited.
2. The study leave will be without pay.
3. He will immediately join Teletalk after the leave and submit the certificate of the degree from the concerned University.
4. No benefits will be entitled except service continuation with seniority for the duration of the leave.
5. Any overstay abroad will be treated as misconduct.
6. A charge handover & takeover report in the prescribed form should be sent to all concerns of TBL.

Mr. Shaffatuzzaman Hasbi will be released from his post after handing over his responsibility to Mr. Md. Humayun Kabir (1210394), Deputy General Manager, Admin Department (main charge) and Coastal & Hill Tracts Project, TBL (additional charge). Mr. Md. Humayun Kabir will look after the charge in addition to his other responsibilities. Mr. Shaffatuzzaman Hasbi will join his own post after availing of the leave and report to the Admin Department. He will also submit the photocopy of the relevant pages (with arrival & departure seal) of his passport to the Admin Department.

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



২৬-০২-২০২৪

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.২২৯/১ (১৪)

Date: ১৩ ফাল্গুন ১৪৩০ বঙ্গাব্দ  
২৬ ফেব্রুয়ারি ২০২৪ 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। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৩। Director, Hazrat Shahjalal International Airport, Dhaka.;
- ৪। General Manager, Finance & Accounts, TBL.;
- ৫। General manager, IT & Billing Dept, TBL (for Updating the user Id & other profiles);
- ৬। Project Director, Installation of Teletalk Mobile Broad Band Networks at Coastal, Hill Tracts & Other hard-to-reach areas of Bangladesh, Teletalk Bangladesh Limited;
- ৭। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৮। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;
- ৯। Mr. Md. Humayun Kabir, DGM (Admin), TBL.;
- ১০। PS to Managing Director, TBL (For kind information, Managing Director, TBL).;
- ১১। Mr. Shaffatuzzaman Hasbi, Manager (Admin), Teletalk Bangladesh Limited;
- ১২। Ms. Sabrina Tania, Assistant Manager, Admin, TBL.;
- ১৩। Ms. Sadia Nawreen, Assistant Manager, Admin (for Salary related). এবং
- ১৪। Office, Copy।



২৭-০২-২০২৪

Shirin Akther  
Addl General Manager (Admin)