



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৪২৮

Date: ২৬ শ্রাবণ ১৪৩০ বঙ্গাব্দ  
১০ আগস্ট ২০২৩ খ্রিস্টাব্দ

### Office order

Mr. Sheikh Jainul Islam Joeen ( Employee ID-1210653 & Valid passport No-EB0893682), Manager, IT & Billing Department has been granted annual leave (Ex-Bangladesh) to travel Thailand for the purpose of his Nephew's treatment for a period of 09 (nine ) days from 11 August 2023 to 19 August 2023 or from the date of availing the leave under the following conditions:

1. All costs of the journey will be borne by himself.
2. Any overstay in 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 annual leave.

Mr. Sheikh Jainul Islam Joeen will be released from his post on local arrangements . He will join his own post after availing the leave and report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of his passport.

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

১০-০৮-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৪২৮/১ (১২)

Date: ২৬ শ্রাবণ ১৪৩০ বঙ্গাব্দ  
১০ আগস্ট ২০২৩ 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। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৫। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
- ৬। General Manager, Finance & Accounts, TBL.;
- ৭। General Manager, IT & Billing Department, TBL.;
- ৮। PS to Managing Director, TBL (For kind information, Managing Director, TBL).;
- ৯। Manager, IT & Billing Department, TBL.;
- ১০। Mr. Hasnain Ahmed, Asstt Manager (Admin), Teletalk Bangladesh Limited.;
- ১১। Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১২। Office, Copy।



A handwritten signature in black ink, appearing to be 'Shafaat' with a long horizontal stroke extending to the right.

১০-০৮-২০২৩

Shafaatuzzaman Hasbi  
Manager (Admin)