



(Replaced by same date and memorandum)



Teletalk Bangladesh Limited
Rajuk Commercial Complex
Gulshan-1, Dhaka-1212
www.teletalk.com.bd



Seek
Attention
Limited

Record Number: [14.35.0000.020.08.001.20.922](#)

Date: [20/12/2022](#)

Subject: Permission for availing of Annual Leave (Ex-Bangladesh).

Mr. Sk. Md. Shanewaz Sultan (Employee ID-1210566 & valid passport no-A05424592), Deputy Manager of the Admin Department has been granted annual leave (Ex-Bangladesh) to go to India for the purpose of his wife's treatment for 33 (thirty-three) days from 27 December 2022 to 28 January 2023 or from the date of availing the leave under following 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. 33 (thirty-three) days of leave will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be consumed with annual leave.

Mr. Sk. Md. Shanewaz Sultan will be released from his post after handing over the charge to Mr. Avijit Datta, Deputy Manager of the Admin Department. He will join his own post after availing of 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.

21-12-2022

Ahammed Ullah
General Manager (Admin)
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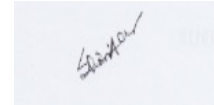
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[14.35.0000.020.08.001.20.922/1\(11\)](#)

Copy for Kind Information and Necessary Action,

- 1) Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, Teletalk Bangladesh Limited).
- 2) Director General, Passport & Immigration, Agargaon, Dhaka.
- 3) Director, Hazrat Shahjalal International Airport, Dhaka.
- 4) Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
- 5) Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
- 6) General Manager (Finance and Accounts), Teletalk Bangladesh Limited
- 7) PS to Managing Director, Office of the Managing Director, Teletalk Bangladesh Limited (For kind information, Managing Director, TBL).
- 8) Mr. Sk. Md. Shanewaz Sultan, Deputy Manager, Admin, Teletalk Bangladesh Limited
- 9) Mr. Avijit Datta, Deputy Manager, Admin, Teletalk Bangladesh Limited
- 10) personal copy
- 11) Office Copy



21-12-2022

Shirin Akhter

Additional General Manager