

No:14.35.0000.020.08.069.22/22

Date: 27 October, 2022

Office Order

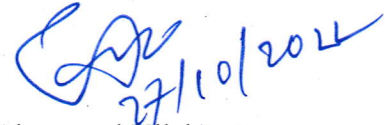
Subject: Permission of Ex-Bangladesh Leave.

Mrs. Anjuman Ara (Employee ID-1110126 & valid passport no-A05259564), Deputy Manager of Finance & Accounts Department has been granted annual leave (Ex-Bangladesh) to go to Saudi Arabia for performing Umrah Hajj for 17 (seventeen) days from 13 November, 2022 to 29 November, 2022 or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by herself.
2. Any overstay in abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. Leave of 17 (seventeen) days will be adjusted from her accumulated annual leave.
5. Casual leave or weekly holidays cannot be added with the annual leave.

Mrs. Anjuman Ara will be released from her post after handing over the charge to Mr. Mohammad Farid, Manager of Finance & Accounts Department. She will join her 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 her passport.

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



(Ahammed Ullah)

General Manager (Admin)

e-mail: ahammed.ullah@teletalk.com.bd

Tel: +0248812380

For kind information & necessary action; (Not according to seniority):

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 & Accounts Department, TBL.
7. PS to Managing Director, TBL (For kind information, Managing Director, TBL).
7. Mr. Mohammad Farid, Manager, Finance & Accounts Department, TBL.
- ✓ 8. Mrs. Anjuman Ara, Deputy Manager, Finance & Accounts Department TBL.
9. Personal file.
10. Office Copy