



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৪৩৪

Date: ১৬ বৈশাখ ১৪৩১ বঙ্গাব্দ  
২৯ এপ্রিল ২০২৪ খ্রিস্টাব্দ

### Office order

Mrs. Asia Khatun (Employee ID-1110185 & Valid Passport No-A11698291), Assistant Manager, System Operations (Dhaka) Department has been granted annual leave (Ex-Bangladesh) to travel to India for the purpose of her follow up treatment for a period of 15 (Fifteen) days from 05 May 2024 to 19 May 2024 or from the date of availing the leave under the following terms & conditions:

1. All costs of the journey will be borne by herself.
2. Any overstay abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. Leave of 15 (Fifteen) days will be adjusted from her accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to this leave.
6. A charge handover & Take over report in prescribed form should be sent to all concerns of TBL.

Mrs. Asia Khatun will be released from her post on local arrangements. She will join her 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 her passport through the proper channel.

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

২৯-০৪-২০২৪

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৪৩৪/১ (১২)

Date: ১৬ বৈশাখ ১৪৩১ বঙ্গাব্দ  
২৯ এপ্রিল ২০২৪ খ্রিস্টাব্দ

**Copy sent for information and necessary (where applicable) action  
(not in order of seniority):**

১। Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited);

- ২। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৩। General Manager, System Operations (Dhaka), Teletalk Bangladesh Limited;
- ৪। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৫। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৬। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৭। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
- ৮। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ৯। Mr. Asia Khatun, Asstt Manager, System Operations (Dhaka) Dept, Teletalk Bangladesh Limited;
- ১০। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১১। Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd এবং
- ১২। Office copy।



A rectangular box containing a handwritten signature in blue ink, which appears to read "Shirin Akther".

২৯-০৪-২০২৪

Shirin Akther

Addl General Manager (Admin)