



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



Date: ২১ ফাল্গুন ১৪৩১ বঙ্গাব্দ
০৬ মার্চ ২০২৫ খ্রিস্টাব্দ

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.২৪৮

Office order

Mrs. Farhana Afroz (Employee ID-1110321 & Valid Passport No-A13119149), Assistant Manager of Corporate Strategy Department (Main Responsibility) & Audit Department (Additional Responsibility) has been granted annual leave (Ex-Bangladesh) to travel Thailand for the purpose of her Husband's treatment for a period of 12 (Twelve) days from 03 April 2025 to 14 April 2025 or from the date of availing the leave under 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 12 (Twelve) 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 the prescribed form should be sent to all concerns of TBL.

Mrs. Farhana Afroz will be released after handing over her main responsibility of Corporate Strategy Department to Mr. Muhammad Shafkath Hossain (1210386), Deputy Manager, Corporate Strategy Department & additional responsibility of Audit Department to Mrs. Nilufa Akter Nilu (1110020), Assistant Manager, Audit Department. Mr. Muhammad Shafkath Hossain and Mrs. Nilufa Akter Nilu will look after the charges in addition to their main responsibilities. Mrs. Farhana Afroz will join her own posts 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 proper channel.

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

০৬-০৩-২০২৫
Ahammed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.২৪৮/১ (১৫)

Date: ২১ ফাল্গুন ১৪৩১ বঙ্গাব্দ
০৬ মার্চ ২০২৫ খ্রিস্টাব্দ

Copy sent for information/notification and necessary 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। Director, Hazrat Shahjalal International Airport, Dhaka।
- ৪। General Manager, Finance & Accounts, Teletalk Bangladesh Limited।
- ৫। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.।
- ৬। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.।
- ৭। Addl General Manager (Corporate Strategy) (Addl Charge), Teletalk Bangladesh Ltd।
- ৮। Addl General Manager (Audit), Teletalk Bangladesh Ltd।
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).।
- ১০। Mr. Muhammad Shafkath Hossain, Dy Manager (Corporate Strategy), Teletalk Bangladesh Ltd।
- ১১। Mrs. Farhana Afroz, Asstt Manager (Corporate Strategy), Teletalk Bangladesh Ltd।
- ১২। Mrs. Nilufa Akter Nilu, Asstt Manager (Audit), Teletalk Bangladesh Ltd।
- ১৩। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd।
- ১৪। Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd।
- ১৫। Office copy।



০৬-০৩-২০২৫

Md. Humayun Kabir
Dy General Manager (Admin)