



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৩৪৯

Date: ২০ অগ্রহায়ণ ১৪৩১ বঙ্গাব্দ
০৫ ডিসেম্বর ২০২৪ খ্রিস্টাব্দ

Office order

Mrs. Farzana Islam (Employee ID-1110322 & Valid passport No- A01688600), Assistant Manager, Sales & Marketing Department has been granted Annual Leave (Ex-Bangladesh) to travel China for the purpose of her Husband's treatment for a period of 11 (Eleven) days from 18 December 2024 to 28 December 2024 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 11 (Eleven) 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. Farzana Islam will be released from her post after handing over her responsibility to Mrs. Nurjahan Shimu (Employee ID-1110215), Assistant Manager, Sales & Marketing Department. Mrs. Nurjahan Shimu will look after the charge in addition to her main responsibility. Mrs. Farzana Islam will join her own post after availing the leave and send her joining 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.

০৫-১২-২০২৪
Ahammed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৩৪৯/১ (১৩)

Date: ২০ অগ্রহায়ণ ১৪৩১ বঙ্গাব্দ
০৫ ডিসেম্বর ২০২৪ খ্রিস্টাব্দ

Copies are forwarded (not in order of seniority) for notice/notification and necessary action :

- 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 Dept, Teletalk Bangladesh Limited।
- ৫। General Manager, IT & Billing Dept, Teletalk Bangladesh Limited।
- ৬। General Manager, Sales & Marketing Dept, Teletalk Bangladesh Limited।
- ৭। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;।
- ৮। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;।
- ৯। Farzana Islam, Asstt Manager, Sales & Marketing , Teletalk Bangladesh Limited।
- ১০। Mr Nurjahan Shimu, Asstt Manager, Sales & Marketing , Teletalk Bangladesh Limited।
- ১১। Mrs. Sabrina Tania, Asstt Manager, Admin Department, Teletalk Bangladesh Limited।
- ১২। Mrs Sadia Nawreen, Asstt Manager, Admin Department, Teletalk Bangladesh Limited।
- ১৩। অফিস কপি।



A handwritten signature in black ink, appearing to read 'Humayun', located on the right side of the page.

০৫-১২-২০২৪

Md. Humayun Kabir
Dy General Manager (Admin)