



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৬৩

Date: ২৯ পৌষ ১৪৩০ বঙ্গাব্দ
১৩ জানুয়ারি ২০২৪ খ্রিস্টাব্দ

Office order

Mrs. Jasmin Meher (Employee ID-1110248 & Valid Passport No-A06097939), Assistant Manager of Sales & Marketing Department has been granted annual leave (Ex-Bangladesh) to travel India for the purpose of treatment of her Husband for a period of 20 (Twenty) days from 20 February 2024 to 10 March 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 at abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. Leave of 20 (Twenty) 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. Jasmin Meher will be released from her post after handing over her responsibility to Mrs. Most. Umme Habiba (1110245), Assistant Manager, Sales & Marketing Department. Mrs. Most. Umme Habiba will look after the charge in addition to her main responsibility. She will join her own post after availing the leave and send 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 letter is issued with the approval of the Managing Director, Teletalk Bangladesh Limited.

১৩-০১-২০২৪

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

Number:

Date: ২৯ পৌষ ১৪৩০ বঙ্গাব্দ
১৩ জানুয়ারি 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। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৩। General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & other profiles as applicable of officers);
- ৪। General Manager (Sales & Marketing), Teletalk Bangladesh Limited;
- ৫। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৬। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৭। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৮। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১০। Dy Manager, Sales & Marketing Dept, Teletalk Bangladesh Limited;
- ১১। Mrs. Jasmin Meher, Asstt Manager, Sales & Marketing Dept, Teletalk Bangladesh Limited;
- ১২। Mr Hasnain Ahmed, Asstt Manager (Admin), Teletalk Bangladesh Limited;
- ১৩। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৪। Office copy।



১৪-০১-২০১৪

Shirin Akther

Addl General Manager (Addl
Charge)