



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



Date: ১০ অগ্রহায়ণ ১৪৩১ বঙ্গাব্দ
২৫ নভেম্বর ২০২৪ খ্রিস্টাব্দ

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৩০০

Office order

Mrs. Nur Afia Farzana (Employee ID-1110415 & Valid passport No-B00066335), Manager, Digital Services Department has been granted Annual Leave (Ex-Bangladesh) to travel Malaysia for the purpose of her Husband's treatment for a period of 10 (Ten) days from 06 December 2024 to 15 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 10 (Ten) 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. Nur Afia Farzana 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 office order is issued with the approval of the Managing Director, Teletalk Bangladesh Limited.

২৫-১১-২০২৪
Ahmed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৩০০/১ (১২)

Date: ১০ অগ্রহায়ণ ১৪৩১ বঙ্গাব্দ
২৫ নভেম্বর ২০২৪ খ্রিস্টাব্দ

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

1. Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited);
2. Director General, Passport & Immigration, Agargaon, Dhaka.
3. Director, Hazrat Shahjalal International Airport, Dhaka;

4. General Manager, Finance & Accounts Dept, Teletalk Bangladesh Limited.
5. General Manager (Digital Services) (Addl Charge), Office of the Planning & Implementation, Teletalk Bangladesh Limited.
6. General Manager, IT & Billing Dept, Teletalk Bangladesh Limited.
7. Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.
8. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
9. Mr. Noor Afia Farzana, Manager, Digital Services Division, Teletalk Bangladesh Limited.
10. Mr. Sadia Nowreen, Assistant-Manager, Teletalk Bangladesh Limited.
11. Mrs. Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Limited.
12. Office copy.



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

২৫-১১-২০২৪

Md. Humayun Kabir
Dy General Manager (Admin)