

Teletalk Bangladesh Limited

State-owned mobile network operator



Administration Department



Rajuk Commercial Complex, Gulshan-1,
Dhaka.

www.teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১১৪৭

Date: ২১ জ্যৈষ্ঠ ১৪৩০ বঙ্গাব্দ
০৪ জুন ২০২৩ খ্রিস্টাব্দ

Subject: Permission for availing of Annual Leave (Ex-Bangladesh)

Mrs. Sharmin Sultana (Employee ID-1110218 & valid passport no-B00066544), Deputy Manager, Finance & Accounts Department has been granted annual leave (Ex-Bangladesh) to travel United States of America (USA) for the purpose of her Husband's treatment for a period of 25 (twenty-five) days from 19 June 2023 to 13 July 2023 or from the date of availing the leave under the following 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 25 (twenty-five) days will be adjusted from her accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.

Mrs. Sharmin Sultana will be released from her post on local arrangements . She will join

her own post after availing of the leave and report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of her passport.

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



০৪-০৬-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১১৪৭/১ (১১)

Date: ২১ জ্যৈষ্ঠ ১৪৩০ বঙ্গাব্দ
০৪ জুন ২০২৩ খ্রিস্টাব্দ

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

- ১। Chairman, BoD, TBL & Secretary, Post & Telecom Division, Dhaka;
- ২। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৩। Director,, Hazrat Shahjalal International Airport, Dhaka.;
- ৪। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৫। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;
- ৬। General Manager, Finance & Accounts, TBL.;
- ৭। PS to Managing Director, TBL (For kind information, Managing Director, TBL).;
- ৮। Mrs. Sharmin Sultana, Deputy Manager, Finance & Accounts Department, TBL.;
- ৯। Mrs. Sabrina Tania, Assistant Manager, Admin (for office attendance report);
- ১০। Ms. sadia Nawreen, Assistant Manager, Admin (for salary related) এবং
- ১১। Office Copy।



০৪-০৬-২০২৩

Ahammed Ullah
General Manager (Admin)