



Teletalk Bangladesh Limited
Rajuk Commercial Complex
Gulshan-1, Dhaka-1212
www.teletalk.com.bd



Seek
Attention
Limited

Record Number: 14.35.0000.020.08.001.20.957

Date: 22/12/2022

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

Mrs. Shohana Alam (Employee ID-1110220 & valid passport no-A05871807), Assistant Manager of the Sales, Distributions & CRM Department has been granted annual leave (Ex-Bangladesh) to go to India for the purpose of her Son's treatment for 30 (thirty) days from 08 January 2023 to 06 February 2023 or from the date of availing the leave under 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. 30 (thirty) days of leave will be adjusted from her accumulated annual leave.
5. Casual leave or weekly holidays cannot be consumed with annual leave.

Mrs. Shohana Alam will be released from her post after handing over the charge to Mr. Md. Julfekar Ali, Assistant Manager of the Sales, Distributions & CRM Department. 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 his passport.

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

26-12-2022

Ahammed Ullah

General Manager (Admin)

Email:

ahammed.ullah@teletalk.com.bd

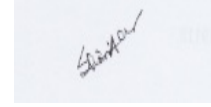
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14.35.0000.020.08.001.20.957/1(12)

Copy for Kind Information and Necessary Action,

- 1) Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, Teletalk Bangladesh Limited).
- 2) Director General, Passport & Immigration, Agargaon, Dhaka.
- 3) Director, Hazrat Shahjalal International Airport, Dhaka.
- 4) Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
- 5) Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
- 6) General Manager (Finance and Accounts), Teletalk Bangladesh Limited
- 7) General Manager (S&D and CRM), Teletalk Bangladesh Limited
- 8) PS to Managing Director, Office of the Managing Director, Teletalk Bangladesh Limited (For kind information, Managing Director, TBL).
- 9) Mrs. Shohana Alam, Assistant Manager, S&D and CRM Teletalk Bangladesh Limited
- 10) Mr. Md. Julfekar Ali, Assistant Manager, S&D and CRM, Teletalk Bangladesh Limited
- 11) personal copy
- 12) Office Copy



26-12-2022

Shirin Akhter

Additional General Manager