



Teletalk Bangladesh Limited
A State Owned Mobile Network Operator
Administration Department
Rajuk Commercial Complex, Gulshan, Dhaka
www.teletalk.com.bd



নম্বর: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.২৩২

তারিখ: ১৫ ফাল্গুন ১৪৩১ বঙ্গাব্দ
২৮ ফেব্রুয়ারি ২০২৫ খ্রিস্টাব্দ

Office order

Mrs. Tanjila Jesmeen (Employee ID-1110489 & Valid Passport No-A12734499), Deputy Manager, Digital Services Department has been granted annual leave (Ex-Bangladesh) to travel to India for the purpose of treatment of her Son for a period of 45 (Forty-Five) days from 03 March 2025 to 16 April 2025 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 abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. Leave of 45 (Forty-Five) 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. Tanjila Jesmeen will be released from her post after handing over her responsibilities to Mrs. Nur Afia Farzana (Employee ID-1110415), Manager, Digital Service Department. Mrs. Nur Afia Farzana will look after the charge in addition to her main responsibility. Mrs. Tanjila Jesmeen will join her own post after availing 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 proper channel.

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

২৮-০২-২০২৫
Ahammed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

নম্বর: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.২৩২/১ (১৩)

তারিখ: ১৫ ফাল্গুন ১৪৩১ বঙ্গাব্দ
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অবগতি/অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হলো (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- 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, Teletalk Bangladesh Limited।
৫। General Manager, Digital Services Department, Teletalk Bangladesh Limited (Addl Charge),
Teletalk Bangladesh Ltd।
৬। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka।
৭। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka।
৮। PS to Managing Director, TBL (For kind information to Managing Director, TBL)।
৯। Mrs Noor Afia Farzana, Manager, Digital Services Dept, Teletalk Bangladesh Ltd।
১০। Tanjila Jesmeen, Dy Manager, Digital Services Dept, Teletalk Bangladesh Limited।
১১। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd।
১২। Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd।
১৩। Office copy।



A handwritten signature in black ink, appearing to read 'Md. Humayun Kabir'.

২৮-০২-২০২৫

Md. Humayun Kabir
Dy General Manager (Admin)