



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



Date: ১৪ মাঘ ১৪৩০ বঙ্গাব্দ  
২৮ জানুয়ারি ২০২৪ খ্রিস্টাব্দ

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১২২

### Office order

Ms. Hasinur Jahan (Employee ID-1110456 & Valid passport No-A08473374), Manager, Sales, and Marketing Department has been granted Annual Leave (Ex-Bangladesh) to travel to Saudi Arabia for performing the Holy Umrah Hajj for a period of 17 (Seventeen) days from 20 February 2024 to 07 March 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 17 (Seventeen) 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.

Ms. Hasinur Jahan will be released from her post after handing over her responsibility to Mr. Md. Mostafizur Rahman (1210606), Manager, Sales and Marketing Department. Mr. Md. Mostafizur Rahman will look after his charge in addition to his main responsibility. She will join her own post after availing of the leave and send the 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.

২৮-০১-২০২৪

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১২২/১ (১৪)

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



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**Shirin Akther**  
Addl General Manager (Addl  
Charge )