



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



২৮ ফাল্গুন ১৪৩১ বঙ্গাব্দ
Date: ১৩ মার্চ ২০২৫ খ্রিস্টাব্দ

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.৩০১

Office order

Mst. Masuma Islam (Employee ID-1110355 & Valid passport No-B00242658), Assistant Manager, System Operations (Dhaka) Department has been granted Annual Leave (Ex-Bangladesh) to travel to Saudi Arabia to perform the Holy Umrah Hajj for a period of 21 (Twenty One) days from 23 March 2025 to 12 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 21 (Twenty One) 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.

Mst. Masuma Islam will be released from her post after handing over her responsibility to Mr. Md. Mahabubur Rahman (1210077), Assistant Manager, System Operations (Dhaka) Department. Mr. Md. Mahabubur Rahman will look after the charge in addition to his main responsibility. Mst. Masuma Islam will join her own post after availing of the leave and send the joining report to the Admin Department of TBL along with the photocopy of the relevant pages (with arrival & departure seal) of his passport through the proper channel.

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

১৩-০৩-২০২৫
Ahammed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.৩০১/১ (১৪)

২৮ ফাল্গুন ১৪৩১ বঙ্গাব্দ
Date: ১৩ মার্চ ২০২৫ খ্রিস্টাব্দ

Copy sent for information/notification and necessary 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, System Operations (Dhaka), Teletalk Bangladesh Limited।
- ৪। General Manager, Finance & Accounts, Teletalk Bangladesh Limited।
- ৫। General Manager, IT & Billing Dept, Teletalk Bangladesh Limited।
- ৬। Director, Hazrat Shahjalal International Airport, Dhaka।
- ৭। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.।
- ৮। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.।
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).।
- ১০। Mst. Masuma Islam, Assistant Manager (SO), Teletalk Bangladesh Limited।
- ১১। Mr. Md. Mahabubur Rahman, Assistant Manager (SO), Teletalk Bangladesh Limited।
- ১২। Mrs. Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Limited।
- ১৩। Mrs. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Limited।
- ১৪। Office copy।



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

১৩-০৩-২০২৫

Md. Humayun Kabir
Dy General Manager (Admin)