



Teletalk Bangladesh Limited

(A State-Owned Mobile Network Operator)

House No-3/A, 5/A, 7/A, Road No-17

Rajuk Commercial Complex, Gulshan-1, Dhaka-1212

www.teletalk.com.bd



Seek
Attention
Limited

Record Number: 14.35.0000.020.08.001.20.278

Date: 2/3/2023

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

Mr. Taufiq Reja (Employee ID-1210377 & valid passport no-B00094090), Assistant Manager, Sales, Distribution & CRM Department has been granted annual leave (Ex-Bangladesh) to travel to India for the purpose of his treatment for a period of 21 (Twenty one) days from 19 March 2023 to 08 April 2023 or from the date of handover of his charge under following conditions:

1. All costs of the journey will be borne by himself.
2. Any overstay abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. Leave of 21 (twenty-one) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.

Mr. Taufiq Reja will be released from his post after handing over the charge to Mst. Mahmuda Aktar, Deputy Manager, Sales, Distribution & CRM Department. He will join his 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 approval of the Managing Director, Teletalk Bangladesh Limited.

14-03-2023

Ahammed Ullah

General Manager (Admin)

Phone: 02-222291060

Fax: 02-222282828

Email:

Record Number:

Date: 2/3/2023

14.35.0000.020.08.001.20.278/1(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) Mst. Mahmuda Aktar, Deputy Manager, Teletalk Bangladesh Limited
- 10) Taufiq Reja, Assistant Manager, Teletalk Bangladesh Limited
- 11) personal copy
- 12) Office Copy



14-03-2023

Md. Kamruzzaman
Dy General Manager
(Admin)