

No:14.35.0000.020.08.066.22/25

Date: 13 October, 2022

Office Order

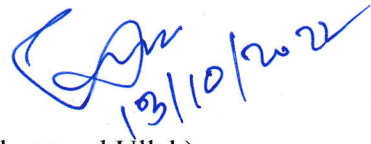
Subject: Permission of Ex-Bangladesh Leave.

Mr. S. M. Sayedur Rahman (Employee ID-1210309 & valid passport no-B00419750), Assistant Manager of Sales, Distribution & CRM Department has been granted annual leave (Ex-Bangladesh) to go to Saudi Arabia for the purpose of performing Umrah Hajj for 17 (seventeen) days from 18 October, 2022 to 03 November, 2022 or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by himself.
2. Any overstay in abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. Leave of 17 (seventeen) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added with the annual leave.

Mr. S. M. Sayedur Rahman will be released from his post after handing over the charge to Mr. Junel Ahmed, Assistant Manager of Sales, Distribution & CRM Department. He will join his own post after availing 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.



13/10/22

(Ahammed Ullah)

General Manager (Admin)

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For kind information & necessary action; (Not according to seniority):

1. Chairman, TBL & Secretary, PT, 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 & Accounts, TBL.
7. General Manager, Sales, Distribution & CRM Department, TBL.
8. PS to Managing Director, TBL (For kind information, Managing Director, TBL).
9. Mr. S.M. Sayedur Rahman, Assistant Manager, Sales, Distribution & CRM Department, TBL.
10. Mr. Junel Ahmed, Assistant Manager, Sales, Distribution & CRM Department, TBL.
11. Personal file.
12. Office Copy