



Teletalk Bangladesh Limited
Rajuk Commercial Complex
Gulshan-1, Dhaka-1212
www.teletalk.com.bd



Seek
Attention
Limited

Record Number: 14.35.0000.020.08.001.20.69

Date: 11/1/2023

Subject: Permission for availing of Annual Leave (Ex-Bangladesh).
Mrs. Syeda Sharmin Islam (Official ID-1110219 & valid passport no-B00086938), Assistant Manager of the Marketing & VAS Department has been granted annual leave (Ex-Bangladesh) to go to India for the purpose of Pilgrim (at Azmir Sharif) for 11 (eleven) days from 18 January 2023 to 28 January 2023 or from the date of availing the leave under following 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 11 (elven) days will be adjusted from her accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to the annual leave.

Mrs. Syeda Sharmin Islam will be released from her post after handing over the charge to Mst. Mannuzan Begum, Assistant Manager of the Marketing & VAS Department. She will join her 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 her passport.

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

14-01-2023

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

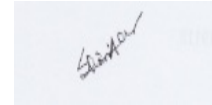
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14.35.0000.020.08.001.20.69/1(12)

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 (Marketing & VAS) (Additional), Teletalk Bangladesh Limited
- 8) PS to Managing Director, Office of the Managing Director, Teletalk Bangladesh Limited (For kind information, Managing Director, TBL).
- 9) Mrs. Syeda Sharmin Islam, Assistant Manager, Teletalk Bangladesh Limited
- 10) Mst. Mannuzan Begum, Assistant Manager, Teletalk Bangladesh Limited
- 11) personal copy
- 12) Office Copy



14-01-2023

Shirin Akhter

Additional General Manager