

Letter No-14.35.0000.020.08.001.20.1543

Date: 11 September 2023

Office Order

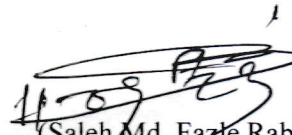
Subject: Permission for availing of Annual Leave (Ex-Bangladesh).

Mr. Tangir Ahmed (Employee ID-1210462 & Valid passport no-A11401912), Senior Manager, Marketing & VAS Department has been granted annual leave (Ex-Bangladesh) to travel to Thailand for the purpose of treatment for his mother in-law for a period of 15 (fifteen) days. from 19 September 2023 to 03 October 2023 or from the date of availing the leave 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 15 (fifteen) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.

Mr. Tangir Ahmed will be released from his post after handing over the charge to Mr. ABM Mamun, Manager, Marketing & VAS 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 letter is issued with the approval of the Managing Director, Teletalk Bangladesh Limited.


(Saleh Md. Fazle Rabbi)
General Manager (Admin)
Additional Charge
Tel: +0248812380

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

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 & Accounts, TBL.
7. General Manager, Marketing & VAS Department, TBL.
8. PS to Managing Director, TBL (For kind information, Managing Director, TBL).
9. Mr. Tangir Ahmed, Senior Manager, Marketing & VAS Department, TBL.
10. Mr. A. B. M. Mamun, Manager, Sales, Marketing & VAS Department, TBL.
11. Mrs. Sabrina Tania, Assistant Manager, Admin (For Office attendance report).
12. Ms. Sadia Nawreen, Assistant Manager, Admin (for Salary related).
13. Office Copy