



Teletalk Bangladesh Limited

A State-owned Mobile Network Operator

Rajshahi Commercial Complex, Gulshan-1, Dhaka-1212

www.teletalk.com.bd



Record Number: 14.35.0000.020.08.001.20.436

Date: 9/4/2023

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

Mrs. Thamina Khatun (Employee ID-1110506 & Passport No-D00010623), Additional General Manager (Finance) and General Manager (Marketing & VAS) (Additional charge) has been granted Annual Leave (Ex-Bangladesh) to travel United States of America (U.S.A) for the purpose of sickness of her daughter's for a period of 20 (Twenty) days from 14 April 2023 to 03 May 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 20 (twenty) days will be adjusted from her accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.

She will be released after handing over the charge of Additional General Manager (Finance) to Mr. Md. Khairul Amin, Additional General Manager (Accounts) and General Manager (Marketing & Vas) to Mr. Saleh Md. Fazle Rabbi, General Manager (Sales, Distribution & CRM). She will join her 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 her passport.

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

09-04-2023

Ahammed Ullah

General Manager (Admin)

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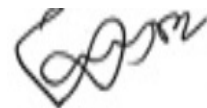
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14.35.0000.020.08.001.20.436/1(14)

Copy for Kind Information and Necessary Action,

- 1) Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, Teletalk Bangladesh Ltd)
- 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) Mr. Saleh Md. Fazole Rabbi, General Manager (S&D and CRM), Teletalk Bangladesh Limited
- 8) Mrs. Thamina Khatun, Additional General Manager, Teletalk Bangladesh Limited
- 9) Mr. Md. Khairul Amin, Additional General Manager, Teletalk Bangladesh Limited
- 10) PS to Managing Director, Office of the Managing Director, Teletalk Bangladesh Limited (For kind information, Managing Director, TBL).
- 11) Assistant Manager, Admin, Teletalk Bangladesh Limited (for salary related)
- 12) Assistant Manager, Admin, Teletalk Bangladesh Limited (For Office Attendance Report)
- 13) Personal copy.
- 14) Office Copy.



09-04-2023

Ahammed Ullah  
General Manager (Admin)