



Teletalk Bangladesh Limited

A State-owned Mobile Network Operator

Rajshahi Commercial Complex, Gulshan-1, Dhaka-1212

www.teletalk.com.bd



Record Number: 14.35.0000.020.08.001.20.422

Date: 3/4/2023

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

Mrs. Anjuman Ara (Employee ID-1110126 & valid passport no-A05259564), Deputy Manager, Finance & Accounts Department has been granted annual leave (Ex-Bangladesh) to travel to India for the purpose of treatment for a period of 20 (twenty) days from 24 April 2023 to 13 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.

Mrs. Anjuman Ara will be released from her post after handing over the charge to Mrs. Farjana Akter, Deputy Manager, Finance & Accounts Department. 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.

03-04-2023

Ahammed Ullah

General Manager (Admin)

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14.35.0000.020.08.001.20.422/1(11)

Date: 3/4/2023

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) Mrs. Anjuman Ara, Deputy Manager, Teletalk Bangladesh Limited
- 8) Farjana Akter, Deputy Manager, Teletalk Bangladesh Limited
- 9) PS to Managing Director, Office of the Managing Director, Teletalk Bangladesh Limited (For kind information, Managing Director, TBL).
- 10) Personal copy.
- 11) Office Copy.



03-04-2023

Ahammed Ullah
General Manager (Admin)