



Teletalk Bangladesh Limited  
A State-owned Mobile Network Operator  
Administration Department  
Rajuk Commercial Complex, Gulshan-1,  
Dhaka.  
www.teletalk.com.bd



**Record Number:** ১৪.৩৫.০০০০.০২০.০৮.০০১.২৩.১৮৫৫

**Date:** 07/12/2023

**Office Order**

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

As per the decision of 227th BoD meeting of Teletalk Bangladesh Limited (TBL) & application for availing leave, Mohammad Jamal Uddin (Employee ID-1210434 & Passport No- B00001552), Additional General Manager, Marketing & VAS Department has been granted Annual Leave ( Ex Bangladesh) to travel India for the purpose of his treatment for a period of 10 (Ten) days from 17 December 2023 to 26 December 2023 (including travel time) or from the actual date of availing the leave as per 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 10 (Ten) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to this leave.
6. A charge handover & take over report in prescribed form should be sent to all concerns of TBL.

Mr. Mohammad Jamal Uddin will be released from his posts after handing over the charge of Additional General Manager, Marketing & VAS to Mr. Md. Saifur Rahman Khan, Additional General Manager, Marketing & VAS Department who will look after the charge in addition to his own responsibilities. Mr. Mohammad Jamal Uddin will join his 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 his passport to this office through proper channel.

This office order is issued with the approval of the Chairman, Board of Directors, Teletalk Bangladesh Limited

07-12-2023  
Ahammed Ullah  
General Manager (Admin)  
ahammed.ullah@teletalk.com.bd

**Record Number:**

**Date:** 07/12/2023

**(Not in the order of**

**Copy for Kind Information and Necessary Actions seniority)**

1. Director General, Passport & Immigration, Agargaon, Dhaka;
2. Director, Hazrat Shahjalal International Airport, Dhaka;
3. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka;

4. Immigration Officer, Hazrat Shahajalal International Airport, Dhaka;
5. General Manager (Finance and Accounts), Office of the Finance & Accounts, Teletalk Bangladesh Limited;
6. Additional General Manager, Office of the Marketing & VAS, Teletalk Bangladesh Limited;
7. Additional General Manager, Office of the Marketing & VAS, Teletalk Bangladesh Limited;
8. PS to Managing Director, TBL (for kind information, Managing Director, TBL);
9. Sadia Nawreen, Assistant Manger, Admim,TBL and
10. Office Copy.



A rectangular box containing a handwritten signature in blue ink, which appears to read "Shirin Akhter".

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Shirin Akhter  
Additional General Manager