

No: 14.35.0000.020.008.001.23-23

Date: 18 October 2023

Office Order

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

Mrs. Thamina Khatun (Employee ID-1110506 & passport no- D00010623), Additional General Manager of Finance & Accounts Department (main charge) and General Manager of Marketing & VAS Department (additional charge) has been granted annual leave (Ex-Bangladesh), Subject to post-facto approval of the Board of Directors of Teletalk Bangladesh Limited (TBL) to travel Singapore for the purpose of treatment of her daughter for a period of 13 (thirteen) days from 18 October 2023 to 30 October 2023 (including travel time) as per 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 his usual pay and allowances from TBL in local currency.
4. Leave of 13 (thirteen) days will be adjusted from her 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.

Mrs. Thamina Khatun will be released from her posts after handing over the Main charge of Additional General Manager (Finance) to Mr. Md. Khairul Amin, Additional General Manager (Accounts) and the additional charge of General Manager, Marketing & VAS (additional charge) to Mr. Saleh Md. Fazle Rabbi, General Manager, Sales & Distribution and CRM. She will join her own posts 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 to this office.

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



18/10/2023

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

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.

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- 4) Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
- 5) Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.
- 6) General Manager (Finance and Accounts), Teletalk Bangladesh Limited
- 7) Mr. Saleh Md. Fazle 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 Manger, Admin, Teletalk Bangladesh Limited(For Office Attendance Report)
- 13) Personal copy.
- 14) Office Copy.

Ullah
18/10/2023

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