



Teletalk Bangladesh Limited
Rajuk Commercial Complex
Gulshan-1, Dhaka-1212
www.teletalk.com.bd



Seek
Attention
Limited

Record Number: 14.35.0000.020.08.001.20.152

Date: 31/1/2023

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

Mr. Shafaatuzzaman Hasbi (Employee ID-1210443 & valid passport no-A00299142), Manager of the Admin Department has been granted annual leave (Ex-Bangladesh) to go to Singapore for the purpose of his wife's treatment for 10 (ten) days from 05 February 2023 to 14 February 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 10 (ten) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be consumed with annual leave.

Mr. Shafaatuzzaman Hasbi will be released from his post after handing over the charge to Most. Kawsar Pervin, Deputy Manager of Admin Department. He 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.

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

31-01-2023

Ahammed Ullah
General Manager (Admin)
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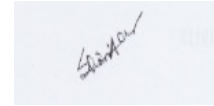
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14.35.0000.020.08.001.20.152/1(12)

Copy for Kind Information and Necessary Action,

- 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 and Accounts), Teletalk Bangladesh Limited
- 7) DGM, Admin, Teletalk Bangladesh Limited
- 8) PS to Managing Director, Office of the Managing Director, Teletalk Bangladesh Limited (For kind information, Managing Director, TBL).
- 9) Mr. Shafaatuzzaman Hasbi, Manager, Admin, Teletalk Bangladesh Limited
- 10) Most. Kawsar Pervin, Deputy Manager, Admin, Teletalk Bangladesh Limited
- 11) personal copy
- 12) Office Copy



31-01-2023

Shirin Akhter
Additional General Manager