



(Replaced by same date and memorandum)



Bangladesh Telecommunications Company
Limited (BTCL)
Head Office
Telejogajog Bhaban, 37/E, Eskaton Garden,
Dhaka-1000
<http://www.btcl.gov.bd> | বিটিসিএল.বাংলা

Record Number: 14.33.0000.000.013.08.0002.25.312

Date: 17/11/2025

Office Order

Rest and Recreation leave granted to Ms Sadia Shamma, Manager (Technical), DGM (Switch), Ramna, Dhaka (Passport Number: **E00178039**) is hereby converted to Ex-Bangladesh Leave and she is permitted to visit Saudi Arabia for attending Umrah with her mother Kawsara Begum (Passport Number: **A20729061**) and daughters Qanita Ruhama (Passport Number: **A15332212**) and Rayifa Zahran (Passport Number: **A14056119**) with effect from 10-12-2025 to 24-12-2025 or for 15 (Fifteen) days from the date of the commencement of the leave under the terms and conditions mentioned below:

- This approval is applicable for a single trip only;
- The expenditure relevant to this visit will be borne by her;
- Under no condition, the leave will be extended;
- She will draw her usual pay and allowances from Bangladesh in local currency;
- She will be released from all her posts with local arrangements;
- She must return to the country within the stipulated time and join her office.

2. This order is issued with the approval of the Managing Director, BTCL.

26-11-2025
Sayeed Mahmud
General Manager (HR- 1)
0255141744
gm.hr1@btcl.gov.bd

Record Number: 14.33.0000.000.013.08.0002.25.312/1 (8)

Date: 17/11/2025

Copy for Kind Information and Necessary Action (Not in the order of seniority):

- Managing Director, Bangladesh Telecommunications Company Limited (BTCL);
- CGM, DTR (South), BTCL, Ramna, Dhaka;
- Immigration Officer, Hazrat Shahjalal International Airport Dhaka;
- Controller of Foreign Currency, Bangladesh Bank, Dhaka.;
- DGM, HR-3, Bangladesh Telecommunications Company Limited (BTCL);

6. DGM, P&A, Bangladesh Telecommunications Company Limited (BTCL);
7. Manager (Technical), DTR (South), BTCL, Ramna, Dhaka and
8. Office Copy, .



A handwritten signature in black ink, appearing to read 'Sayeed Mahmud', located above the typed name.

26-11-2025
Sayeed Mahmud
General Manager (HR- 1)