



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

**Record Number:** 14.33.0000.000.013.08.0002.25.337

**Date:** 07 Dec 2025

### Office Order

Mr. Aiman Rafeed Bin Ehtesham, Assistant Manager (Customer Service), Nilkhet, Dhaka, BTCL (Passport Number: **A05599769**) has been granted Earned Leave (Ex-Bangladesh) to go to Saudi Arabia with his father, mother and sister for Umrah for 16 (Sixteen) days with effect from 15-12-2025 to 30-12-2025 or from the date of commencement of leave under the terms & conditions mentioned below:

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

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

07-12-2025  
Sayeed Mahmud  
General Manager (HR- 1)  
0255141744  
gm.hr1@btcl.gov.bd

**Record Number:** 14.33.0000.000.013.08.0002.25.337/1 (8)

**Date:** 07 Dec 2025

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

- Managing Director, Bangladesh Telecommunications Company Limited (BTCL);
- CGM, Customer Service, BTCL;
- Immigration Officer, Hazrat Shahjalal International Airport Dhaka;
- Controller of Foreign Currency, Bangladesh Bank, Dhaka.;
- DGM, NOC (Data & Internet), BTCL, CGM, Customer Service;
- DGM, HR-3, Bangladesh Telecommunications Company Limited (BTCL);
- DGM, P&A, Bangladesh Telecommunications Company Limited (BTCL) and
- Office Copy, .



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

07-12-2025  
Sayeed Mahmud  
General Manager (HR- 1)