



Teletalk Bangladesh Limited
State-owned mobile network operator
Administration Department
RAJUK Commercial Complex, Gulshan-1,
Dhaka
www.teletalk.com.bd



Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.৭১৬

Date: ১৩ আষাঢ় ১৪৩২ বঙ্গাব্দ
২৭ জুন ২০২৫ খ্রিস্টাব্দ

Office order

Mr. Tangir Ahmed (Employee ID-1210462 & Valid passport No-A11401912), Senior Manager, Digital Services Department has been granted Annual Leave (Ex-Bangladesh) to go to Poland to meet with his brother for a period of 28 (Twenty-Eight) days from 03 August 2025 to 30 August 2025 or from the date of availing the leave under the following terms & 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 28 (Twenty-Eight) 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 the prescribed form should be sent to all concerns of TBL.

Mr. Tangir Ahmed will be released from his post after handing over his responsibility to ABM Mamun (Employee ID-1210314), Manager, Digital Services Department. ABM Mamun will look after the charge in addition to his main responsibility. Mr. Tangir Ahmed will join his own post and resume his responsibility after availing the leave and send the joining report to the Admin Department of TBL along with the photocopy of the relevant pages (with arrival & departure seal) of his passport through the proper channel.

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

২৭-০৬-২০২৫

Md. Ruhul Quddus
General Manager (Administration)
ruhul.quddus@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.৭১৬/১ (১৪)

Date: ১৩ আষাঢ় ১৪৩২ বঙ্গাব্দ
২৭ জুন ২০২৫ খ্রিস্টাব্দ

Copy sent for information and necessary (where applicable) action to (not in order of seniority) :

1. Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited).
2. Director, Hazrat Shahjalal International Airport, Dhaka.
3. Director General, Passport & Immigration, Agargaon, Dhaka.
4. General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & other profile of the said officers).
5. General Manager, Finance & Accounts, Teletalk Bangladesh Limited.
6. General Manager (Additional Responsibilities), Digital Services Division, Teletalk Bangladesh Limited.
7. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
8. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
9. PS to Managing Director, TBL (For kind information to Managing Director, TBL).
10. Mr. Tanzir Ahmed, Senior Manager, Digital Services Division, Teletalk Bangladesh Limited.
11. Mr. A. B. M. Mamun, Manager, Digital Services Division, Teletalk Bangladesh Limited.
12. Mrs. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd.
13. Mrs. Sabrina Tania, Asst Manager (Admin), Teletalk Bangladesh Limited.
14. Office copy.



২৯-০৬-২০২৫

Md. Humayun Kabir, Deputy General
Manager