



Teletalk Bangladesh Limited  
State-owned mobile network operator  
Administration Department  
RAJUK Commercial Complex, Gulshan-1,  
Dhaka  
[www.teletalk.com.bd](http://www.teletalk.com.bd)



Number: ১৮.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.১০৬১

১৮ আশিন ১৪৩২ বঙ্গাব্দ  
Date: ২৯ সেপ্টেম্বর ২০২৫ খ্রিস্টাব্দ

#### Office order

Mr. Md. Zahid Ansari (Employee ID-1210391 & Valid Passport No- A02514368), Senior Manager, Sales & Marketing Department, has been granted Annual Leave (Ex-Bangladesh) to travel to Saudi Arabia for performing the Holy Umrah Hajj for a period of 08 (Eight) days from 17 October 2025 to 24 October 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 08 (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.
7. If this leave is not availed by 20th November 2025, this order will be considered cancelled.

Mr. Md. Zahid Ansari will be released from his post after handing over his responsibilities to Mr. Kazi Ashibur Rahman (Employee ID-1210454) Deputy Manager, Sales & Marketing Department. Mr. Kazi Ashibur Rahman will look after the charge in addition to his own duties.

Upon completion of his leave, Mr. Md. Zahid Ansari must resume his responsibility in his own post and submit his joining report to the Admin Department of TBL along with the photocopy of relevant passport pages (with arrival & departure seal), through the proper channel.

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

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Md. Ruhul Quddus  
General Manager (Admin)  
[ruhul.quddus@teletalk.com.bd](mailto:ruhul.quddus@teletalk.com.bd)

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.১০৬১/১ (১৪)

১৪ আশ্বিন ১৪৩২ বঙ্গাব্দ  
Date: ২৯ সেপ্টেম্বর 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 General, Passport & Immigration, Agargaon, Dhaka.
3. Director, Hazrat Shahjalal International Airport, Dhaka.;
4. General Manager, Finance & Accounts Dept, Teletalk Bangladesh Limited.
5. General Manager, Sales and Marketing Department, Teletalk Bangladesh Limited.
6. General Manager (IT & Billing) (Additional Responsibilities), IT & Billing Department, Teletalk Bangladesh Limited.
7. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
8. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
9. Private Secretary (Additional Duty), Office of the Managing Director, Teletalk Bangladesh Limited.
10. Mr. Md. Zahid Ansari, Senior Manager, Sales & Marketing, Teletalk Bangladesh Limited.
11. Mr. Kazi Ashibur Rahman, Deputy Manager, Sales & Marketing, Teletalk Bangladesh Limited.
12. Mrs. Sabrina Tania, Asstt Manager, Admin Department, Teletalk Bangladesh Limited.
13. Mrs Sadia Nawreen, Asstt Manager, Admin Department, Teletalk Bangladesh Limited.
14. Office copy.



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Md. Humayun Kabir

Dy General Manager (Admin)