



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: ১৮.৩৫.০০০০.০২০.০৮.০০১.২০.১০১

২৫ ভাদ্র ১৪৩১ বঙ্গাব্দ  
Date: ০৯ সেপ্টেম্বর ২০২৪ খ্রিস্টাব্দ

#### Office order

Mrs. Sadia Nawreen (Employee ID-1110665 & Valid Passport No-A00981459), Assistant Manager, Admin Department has been granted annual leave (Ex-Bangladesh) to travel Thailand for the purpose of her treatment for a period of 11 (Eleven) days from 16 October 2024 to 26 October 2024 or from the date of availing the leave under the following terms & conditions:

1. All costs of the journey will be borne by herself.
2. Any overstay abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. Leave of 11 (Eleven) days will be adjusted from her accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to this leave.
6. A charge handover & Take over report in prescribed form should be sent to all concerns of TBL.

Mrs. Sadia Nawreen will be released from her post after handing over the responsibility to Mr. Sk. Md. Shanewaz Sultan (1210556), Deputy Manager, Admin Department. Mr. Md. Sk. Shanewaz Sultan will look after the charge in addition to his main responsibility. Mrs. Sadia Nawreen will join her own post after availing of the leave and send a report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of her passport.

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

০৯-০৯-২০২৪  
Ahammed Ullah  
General Manager (Admin)  
[ahammed.ullah@teletalk.com.bd](mailto:ahammed.ullah@teletalk.com.bd)

Number:

২৫ ভাদ্র ১৪৩১ বঙ্গাব্দ  
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**Copy sent for information and necessary (where applicable) action (not in order of seniority):**

- ১। Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited);
- ২। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৩। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৪। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৫। General Manager (IT & Billing), Teletalk Bangladesh Limited;
- ৬। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৭। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
- ৮। Dy General Manager (Admin), Teletalk Bangladesh Limited;
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১০। Dy Manager (Admin), Teletalk Bangladesh Limited;
- ১১। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১২। Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd এবং
- ১৩। Office copy।



০৯-০৯-২০২৪

Md. Humayun Kabir  
By General Manager (Admin)