



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.২০৮

Date: ৬ ফাল্গুন ১৪৩০ বঙ্গাব্দ
১৯ ফেব্রুয়ারি ২০২৪ খ্রিস্টাব্দ

Office order

Mrs. Faujia Sultana (Employee ID-1110095 & Valid Passport No-A11073775), Assistant Manager of the Sales & Marketing Department has been granted annual leave (Ex-Bangladesh) to travel to India for the purpose of treatment of her daughter for a period of 20 (Twenty) days from 18 March 2024 to 06 April 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 20 (Twenty) 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 the prescribed form should be sent to all concerns of TBL.

Mrs. Faujia Sultana will be released from her post after handing over her responsibility to Mr. Md. Abdur Rahim(1210004), Deputy Manager, Sales & Marketing Department. Mrs. Md. Abdur Rahim will look after the charge in addition to his main responsibility. She 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 through the proper channel.

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

১৯-০২-২০২৪

Ahammed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

Number:

Date: ৬ ফাল্গুন ১৪৩০ বঙ্গাব্দ
১৯ ফেব্রুয়ারি ২০২৪ খ্রিস্টাব্দ

**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। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৩। General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & other profiles as applicable for mentioned officers);
- ৪। General Manager (Sales & Marketing), Teletalk Bangladesh Limited;
- ৫। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৬। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৭। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৮। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১০। Md. Abdur Rahim, Dy Manager, Sales & Marketing Dept, Teletalk Bangladesh Limited;
- ১১। Mrs. Faujia Sultana, Assistant Manager, Sales & Marketing Dept, Teletalk Bangladesh Limited;
- ১২। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১৩। Mr Hasnain Ahmed, Asstt Manager (Admin), Teletalk Bangladesh Limited এবং
- ১৪। Office copy।



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Shirin Akther
Addl General Manager (Addl
Charge)