



ঢাকা ও টেলিযোগাযোগ বিভাগ  
POSTS & TELECOMMUNICATIONS DIVISION

Teletalk Bangladesh Limited  
A State-owned Mobile Network Operator  
Admin Department  
Rajuk Commercial Complex, Gulshan-1,  
Dhaka.  
[www.teletalk.gov.bd](http://www.teletalk.gov.bd)



**Record Number:** 14.35.0000.000.020.31.0082.18.822

Date: 20/07/2025

#### Office Order

As per Government Order Number-14.00.0000.000.001.25.0006.17.355, Date: 02.07.2025, the following official of Teletalk Bangladesh Ltd. will participate in the "Factory inspection/Test" conducted by HS Engineering and Technology Limited for "Supply, Installation & Integration of DC Power System (Battery) for Transmission Sites and BTS Sites for Lot-5" under "Expansion of Teletalk's Network up to Rural Areas and Network Readiness for 5G Services" Project. He will conduct the Factory Inspection/Test according to the following time schedule and location.

Sl.	Name, Designation & Department	Factory Location	Duration (Excluding Travel Time)
01	Md. Ibne Hassan ID: 1210445 Deputy Manager Sales & Marketing Department	Shahu Community, Biling Street, Pingshan District, Shenzhen China	20 July, 2025 to 24 July, 2025 Or nearest convenient Date.

The Terms and Conditions are mentioned below:

- a. All the expenses regarding this tour will be borne by HS Engineering and Technology Limited;
- b. The period of accomplishing the Factory Inspection/Test including transit will be treated as on duty;
- c. He will draw his usual pay and allowances from Bangladesh in local currency;
- d. He will return to the country within the stipulated time limit and join the office;
- e. On return from abroad he will submit a report as per govt. prescribed form to Admin Department within 15 Days.

2. Mr. Md. Ibne Hassan, Deputy Manager, Sales & Marketing Department will be released through local arrangement.

3. A charge hand over & take over report should send to all concerns of Teletalk.

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



20-07-2025

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

**Record Number:** 14.35.0000.000.020.31.0082.18.822/1 (13)

Date: 20/07/2025

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

1. Secretary ((Routine Duty)), Office of Secretary , Post & Telecommunication Division and Chairman, Teletalk Bangladesh Limited;
2. Concern Head of the Department and Project Director, Teletalk Bangladesh Limited;
3. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka;
4. Mr. Md. Harun-Or-Rashid, Managing Director, HS Engineering and Technology Limited;
5. Private Secretary (Additional Responsibility), Office of the Managing Director, Teletalk Bangladesh Limited;
6. Manager, Office of IT & Billing, Teletalk Bangladesh Limited;
7. Mr. Md. Ibne Hassan, Deputy Manager, Department of Sales & Marketing, Teletalk Bangladesh Limited;
8. Immigration Officer, Hazrat Shah Jalal International Airport, Dhaka;
9. Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited;
10. Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited;
11. Assistant Manger, Office of the Admin, Teletalk Bangladesh Limited;
12. .., Personal File and
13. .., Office Copy.



20-07-2025

Md. Khalekuzzaman  
Deputy General Manager(Admin)  
(Additional Responsibility)