



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



Number: ১৪.৩৫.০০০০.০২০.১৯.০৬৪.২২.১২৪৯

Date: ২৫ কার্তিক ১৪৩১ বঙ্গাব্দ
১০ নভেম্বর ২০২৪ খ্রিস্টাব্দ

Office order

With the reference to the Government Order Number-14.00.0000.008.08.002.19.1203; Date: 21.10.2024. Ms. Shirin Akther, Divisional Engineer, Department of Telecommunications deputed to Teletalk Bangladesh limited as Additional General Manager/ Company Secretary (Main Charge) and Additional General Manager, Admin (Additional Charge) has been granted earned leave (Ex-Bangladesh) to go to Bangkok, Thailand for her medical purpose from 10/11/2024 to 30/11/2024 or 21 (twenty-one) days from the date of enjoining leave.

As per her application, Teletalk Bangladesh Limited has permitted to avail leave from 12/11/2024 to 02/12/2024 total 21 (twenty-one) days.

Sl. No.	Name, Designation & Other Information	Granted Leave
01.	Mrs. Shirin Akhter Divisional Engineer Department of Telecommunications On Deputation at Teletalk Bangladesh Limited as Additional General Manager (Company Secretary) (Main Charge) and Admin (Additional charge). ID: 2110091, Passport No.:BG0033497, Mobile: 01550155047, Email: shirin.akther@teletalk.com.bd	Earned Leave (Ex-Bangladesh) for 21 (Twenty One) Days from 12/11/2024 to 02/12/2024.

2. The terms and conditions are mentioned below:

- This approval is applicable for a single trip only;
- The expenditure relevant to this visit will be borne by her & the Government of Bangladesh will not bear any cost in local or foreign currency;
- Under no condition, leave will be extended
- She will draw her usual pay and allowances from Bangladesh in local currency;
- She must return to the country within the stipulated time limit & join her office.
- A charge handover and take-over report should be sent to all concerns.

3. Mrs. Shirin Akhter will be released from Additional General Manager/ Company Secretary (Main charge) to Mr. Md. Shariful Islam, Additional General Manager, Procurement Department. Mr. Md. Shariful Islam will look after the charge in addition to his all other responsibilities. Mrs. Shirin

Akther will relinquish her additional charge of Addittional General Manager (Admin). She will resume her all responsibilities after availing of leave.

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



১০-১১-২০২৪

Ahammed Ullah

General Manager (Admin)

ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.১৯.০৬৪.২২.১২৪৯/১ (১৪)

Date: ২৫ কার্তিক ১৪৩১ বঙ্গাব্দ
১০ নভেম্বর ২০২৪ খ্রিস্টাব্দ

Copies are forwarded (not in order of seniority) for notice/notification and necessary action :

- ১। Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, Teletalk Bangladesh Limited).।
- ২। Director General, Passport & Immigration, Agargaon, Dhaka.।
- ৩। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.।
- ৪। General Manager (Finance & Accounts), Teletalk Bangladesh Limited,।
- ৫। General Manager (IT & Billing), Teletalk Bangladesh Limited, (for updating the user Id & others profile of the said officers)।
- ৬। Director, Hazrat Shahjalal International Airport, Dhaka.।
- ৭। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.।
- ৮। Chief Accounts and Finance Officer, (Telephone & Telegraph) Segunbagicha, Dhaka।
- ৯। Mr Md Shariful Islam, Additional General Manager (Procurement), Teletalk Bangladesh Ltd।
- ১০। Ms Shirin Akther, Additional General Manager/ Company Secretary, Teletalk Bangladesh Limited।
- ১১। PS to Manager Director (Addl Charge), Teletalk Bangladesh Limited।
- ১২। Mrs Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Limited।
- ১৩। Mrs. Sadia Nawreen, Asstt Manager, Admin Dept, Teletalk Bangladesh Limited।
- ১৪। Office Copy।



১০-১১-২০২৪

Md. Humayun Kabir

Dy General Manager (Admin)