



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৩৫০

১৬ চেত্র ১৪৩০ বঙ্গাব্দ
Date: ৩০ মার্চ ২০২৪ খ্রিস্টাব্দ

Office order

Mr. Md. Shifujjman (Employee ID-1210408 & Valid passport No-A07090182, Assistant Manager, Sales, and Marketing Department has been granted Annual Leave (Ex-Bangladesh) to travel to Australia for the purpose of his treatment for 30 (Thirty) days from 01 April 2024 to 30 April 2024 or from the date of availing the leave under 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 30 (Thirty) 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.

Mr. Md. Shifujjman will be released from his post after handing over his responsibility to Mr. Md. Mahfuzur Rahman Sumon (1210089), Assistant Manager, Sales and Marketing Department. Mr. Md. Mahfuzur Rahman will look after his charge in addition to his main responsibility. Mr. Md. Shifujjman will join his own post after availing of the leave and send the report to the Admin Department of TBL along with the photocopy of the relevant pages (with arrival & departure seal) of his passport through the proper channel.

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

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

**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 &amp;amp; Billing), Teletalk Bangladesh Limited (For updating the user Id & other profile of the said officers);
- ৪। General Manager (Sales &amp; 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। Mr. Md. Mahfuzur Rahman Sumon, Assistant Manager, TBL, Sales and Marketing Department;
- ১১। Mr. Md. Shifujjman, AM, Sales and Marketing Department, TBL;
- ১২। Mrs. Sabrina Tania, AM (Admin), Admin department, TBL;
- ১৩। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৪। Office copy।

