



Teletalk Bangladesh Limited  
A State-owned Mobile Network Operator  
Office of the Admin  
Rajuk Commercial Complex, Gulshan-1,  
Dhaka.  
www.teletalk.com.bd



**Record Number:** 14.35.0000.000.020.08.0001.20.845

**Date:** 27/07/2025

### Office Order

Mr. Subrata Kumar Saha (Employee ID-1210084 & Valid passport No-A18790742), Assistant Manager, Sales, and Marketing Department has been granted Annual Leave (Ex-Bangladesh) to travel to India for the purpose of his own and his wife's treatment for a period of 45 (Forty-Five) days from 29 July 2025 to 11 September 2025 or from the date of availing the leave under the 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 45 (Forty-Five) 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. Subrata Kumar Saha will be released from his post after handing over his responsibility to Ms. Sonia Islam (Employee ID-1110212), Deputy Manager, Sales and Marketing Department. Ms. Soniya Islam will look after the charge in addition to her main responsibility. Mr. Subrata Kumar Saha will join his own post and resume his responsibility after availing the leave and send the joining 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.

27-07-2025

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

**Record Number:** 14.35.0000.000.020.08.0001.20.845/1 (13)

**Date:** 27/07/2025

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

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, Teletalk Bangladesh Limited),  
.;
2. Director General, Passport & Immigration, Agargaon, Dhaka, .;
3. Director, Hazrat Shahjalal International Airport, Dhaka, .;
4. General Manager (Finance and Accounts), Office of the Finance & Accounts, Teletalk Bangladesh Limited;

5. General Manager, Department of Sales & Marketing, Teletalk Bangladesh Limited;
6. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka, .;
7. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka., .;
8. Private Secretary (Additional Responsibility), Office of the Managing Director, Teletalk Bangladesh Limited;
9. Ms. Sonia Islam, Deputy Manager, Department of Sales & Marketing, Teletalk Bangladesh Limited;
10. Mr. Subrata Kumar Saha, Assistant Manager, Department of Sales & Marketing, Teletalk Bangladesh Limited;
11. Sabrina Tania, Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited;
12. Sadia Nawreen, Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited and
13. Office Copy, ..



A handwritten signature in black ink, appearing to read 'Humayun', located above the date.

27-07-2025

Md. Humayun Kabir  
Deputy General Manager (Admin)