



Teletalk Bangladesh Limited  
State-owned mobile network operator  
Administration Department  
Rajuk Commercial Complex, Gulshan-1,  
Dhaka  
[www.teletalk.com.bd](http://www.teletalk.com.bd)



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৮৭১

২৩ বৈশাখ ১৪৩১ বঙ্গাব্দ  
Date: ০৬ মে ২০২৪ খ্রিস্টাব্দ

### Office order

Mr. Ferdous Ahammad (Employee ID-1210592 & Valid Passport No-A07504866), Manager, Procurement Department (Main responsibility) and Expansion of Teletalk Network upto Rural Areas and Network Readiness for 5G Project, TBL (Additional responsibility) has been granted annual leave (Ex -Bangladesh) to travel to India for the purpose of treatment himself and his mother for a period of 14 (Fourteen) days from 07 July 2024 to 20 July 2024 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 14 (Fourteen) 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 prescribed form should be sent to all concerns of TBL.

Mr. Ferdous Ahmad will be released from his main and additional responsibility on local arrangement. He will join his own post after availing the leave and send the photocopy of relevant pages (with arrival & departure seal) of his passport to Admin Department of TBL through proper channel.

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

০৬-০৫-২০২৪  
Ahammed Ullah  
General Manager (Admin)  
[ahammed.ullah@teletalk.com.bd](mailto:ahammed.ullah@teletalk.com.bd)

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৮৭১/১ (১৩)

২৩ বৈশাখ ১৪৩১ বঙ্গাব্দ  
Date: ০৬ মে 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। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৩। Project Director, Expansion of Teletalk Network upto rural areas & Network Readiness for 5G Project Teletalk Bangladesh Limited.;
- ৪। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৫। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৬। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৭। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
- ৮। Additional General Manager (Procurement), Teletalk Bangladesh Limited;
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১০। Manager (Procurement), Teletalk Bangladesh Limited;
- ১১। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১২। Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd এবং
- ১৩। Office copy।



০৬-০৫-২০২৪

Shirin Akther  
Addl General Manager (Addl  
Charge)