



ঢাকা ও টেলিযোগাযোগ বিভাগ
POSTS & TELECOMMUNICATIONS DIVISION

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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০২৬

২৭ ভাদ্র ১৪৩১ বঙ্গাব্দ
Date: ১১ সেপ্টেম্বর ২০২৪ খ্রিস্টাব্দ

Office order

Mr. Muhammad Shahedur Rahman Shamim (Employee ID-1210599 & Valid passport No-A00769129), Manager, Sales, and Marketing Department has been granted Annual Leave (Ex-Bangladesh) to travel India for the purpose of his treatment for a period of 18 (Eighteen) days from 22 September 2024 to 09 October 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 18 (Eighteen) 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. Muhammad Shahedur Rahman Shamim will be release from his post after handing over his responsibility to Mrs. Farhana Afroz (1110152), Senior Manager, Sales and Marketing Department. Mrs. Farhana Afroz will look after the charge in addition to her main responsibility. Mr. Muhammad Shahedur Rahman Shamim will join his own post 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 proper channel.

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

১১-০৯-২০২৪
Ahammed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০২৬/১ (১৫)

২৭ ভাদ্র ১৪৩১ বঙ্গাব্দ
Date: ১১ সেপ্টেম্বর 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। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৪। General Manager, IT & Billing Dept, Teletalk Bangladesh Limited;
- ৫। General Manager, Sales & Marketing Dept, Teletalk Bangladesh Limited;
- 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। Mrs. Farhana Afroze, Senior Manager, Sales & Marketing Dept, Teletalk Bangladesh Limited;
- ১১। Mr. Muhammad Shahedur Rahman Shamim, Manager, Sales & Marketing, Teletalk Bangladesh Limited;
- ১২। Office copy;
- ১৩। Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Limited;
- ১৪। Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Limited এবং
- ১৫। Office Copy।



১২-০৯-২০২৮

Md. Humayun Kabir
By General Manager (Admin)