



Teletalk Bangladesh Limited
State-owned Mobile Network Operator
Administration Department
Rajuk Commercial Complex,
Gulshan-1, Dhaka.
www.teletalk.com.bd



Record Number: 14.35.0000.020.08.001.23.544

Date: 16/05/2024

Office Order

Subject: Permission for availing of Annual Leave (Ex-Bangladesh).

Mr. Sandip Kumar Biswas (Employee ID-1220712 & Passport No-A11389206), Additional General Manager, System Operations (Dhaka) Department has been granted annual leave (Ex-Bangladesh), subject to post-facto approval of the Board of Directors of Teletalk Bangladesh Limited (TBL) to travel to India for the purpose of his wife's treatment for a period of 14 (Fourteen) days from 19 May 2024 to 01 June 2024 (Including travel time) or from the actual date of availing the leave as per following 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 can not be added to this leave.
6. A charge handover & take over report in prescribed form should be sent to all concerns of TBL.

Mr. Sandip Kumar Biswas will be released from his post after handing over the charge of Additional General Manager (System Operations, Dhaka) to Mr. Md. Aminur Rahman, Additional General Manager (System Operations, Dhaka). He will join his own post after availing of the leave and report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of his passport to this office through proper channel. Mr. Md. Aminur Rahman will look after the above mentioned charge in addition to his other responsibilities.

This office order is issued with the approval of the Chairman, Board of Directors, Teletalk Bangladesh Limited.

16-05-2024

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

Record Number: 14.35.0000.020.08.001.23.544/1 (16)

Date: 16/05/2024

(Not in the order of

Copy for Kind Information and Necessary Actionseniority)

:

1. Chairman, Teletalk Bangladesh Limited & Secretary, Post and Telecommunication Department, MOPTIT;
2. Director General, Passport & Immigration, Agargaon, Dhaka;
3. Director, Hazrat Shahjalal International Airport, Dhaka;
4. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka;
5. General Manager (System Operation), Office of the System Operations (Dhaka), Teletalk Bangladesh Limited;
6. General Manager (Finance and Accounts), Office of the Finance & Accounts, Teletalk Bangladesh Limited;
7. General Manager (IT & Billing), Office of IT & Billing, Teletalk Bangladesh Limited;
8. Additional General Manager, Company Secretariat, Teletalk Bangladesh Limited;
9. Mr. Md. Aminur Rahman, Additional General Manager, Office of the System Operations (Dhaka), Teletalk Bangladesh Limited;
10. Mr. Sandip Kumar Biswas, Additional General Manager, Office of the System Operations (Dhaka), Teletalk Bangladesh Limited;
11. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka;
12. PS to Managing Director, TBL (For kind information of Managing Director, TBL);
13. Mrs. Sabrina Tania, Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited;
14. Sadia Nawreen, Mrs. Sadia Nawreen, Assistant Manager, Admim,TBL;
15. Personal file and
16. Office Copy.

