



Teletalk Bangladesh Limited
State-owned mobile network operator
Office of Administration
Gulshan-1, Dhaka.
www.teletalk.com.bd



Number: ১৮.৩৫.০০০০.০১০.০৮.০০১.২০.১১৬৩

২৩ জৈষ্ঠ ১৪৩০
Date: ০৬ জুন ২০২৩

Office order

Subject: Permission for availing of Annual Leave (Ex-Bangladesh) without pay.

As per the decision of 221st BoD of Directors of Teletalk Bangladesh Limited (TBL) Mr. Mustak Ahmad (Employee ID-1210556 & passport no-EJO256106), Deputy Manager, System Operations (Dhaka) has been granted Study Leave (Ex Bangladesh) for a period of 13 August 2023 to 12 August 2025 (including travel time) for pursuing Masters of Science in Computer and Information Technology at the Purdue University, West Lafayette, Indiana, United States of America as per following conditions-

1. All costs of the journey and study abroad will be borne by Mr. Mustak Ahmad. No cost will be borne by Teletalk Bangladesh Limited.
2. The study leave will be without pay.
3. He will immediately join Teletalk after the leave and submit the certificate of a degree from the concerned University.
4. No benefits will be entitled except service continuation with seniority during leave.
5. Any overstay abroad will be treated as misconduct.

Mr. Mustak Ahmad will be released from his duty on local arrangements. He will join his own post after availing of the leave and report to the Admin Department of TBL through the proper channel. He will also submit the photocopy of the relevant pages (with arrival & departure seal) of his passport to the Admin dept.

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

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

Number: ১৮.৩৫.০০০০.০১০.০৮.০০১.২০.১১৬৩/১ (১১)

২৩ জৈষ্ঠ ১৪৩০
Date: ০৬ জুন ২০২৩

Copy sent for information and necessary (where applicable) action
(not in order of seniority):

- ১। Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, Teletalk Bangladesh Limited);
- ২। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৩। Director,, Hazrat Shahjalal International Airport, Dhaka.;
- ৪। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৫। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
- ৬। General Manager, Finance & Accounts, TBL.;
- ৭। General Manager (System Operations, Dhaka), Teletalk Bangladesh Ltd, টেলিটক বাংলাদেশ লিমিটেড;
- ৮। PS to Managing Director, TBL (For kind information, Managing Director, TBL.);
- ৯। Mr. Mustak Ahmad, Deputy Manager, System Operations (Dhaka) Department, TBL.;
- ১০। Mrs. Sabrina Tania, Assistant Manager, Admin (For Office attendance report).;
- ১১। Ms. Sadia Nawreen, Assistant Manager, Admin (for Salary related). এবং
- ১২। Office, Copy।



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Shirin Akther

Addl General Manager (Admin)