



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: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৯২

২ ফাল্গুন ১৪৩০ বঙ্গাব্দ  
Date: ১৫ ফেব্রুয়ারি ২০২৪ খ্রিস্টাব্দ

### Office order

Mr. Md. Khalilur Rahman (Employee ID-1210257 & Valid passport No-A13244685), Assistant Manager, Sales, and Marketing Department has been granted Annual Leave (Ex-Bangladesh) to travel to Saudi Arabia to perform the Holy Umrah Hajj for a period of 22 ( Twenty Two ) days from 05 March 2024 to 26 March 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 22 (Twenty-Two) 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. Md. Khalilur Rahman will be released from his post after handing over his responsibility to Mr. Md. Saiful Islam (1210548), Deputy Manager, Sales and Marketing Department. Mr. Md. Saiful Islam will look after his charge in addition to his main responsibility. He will join his own post after availing of the leave and send the report to the Admin Department of TBL along with the photocopy of 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.

১৫-০২-২০২৪  
Ahmed Ullah  
General Manager (Admin)  
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৯২/১ (১৪)

২ ফাল্গুন ১৪৩০ বঙ্গাব্দ  
Date: ১৫ ফেব্রুয়ারি ২০২৪ খ্রিস্টাব্দ

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

1. Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited);
2. General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
3. General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & other profile of the said officers);
4. General Manager (Sales & Marketing), Teletalk Bangladesh Limited;
5. Director General, Passport & Immigration, Agargaon, Dhaka.;
6. Director, Hazrat Shahjalal International Airport, Dhaka;
7. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
8. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
9. PS to Managing Director, TBL (For kind information to Managing Director, TBL);
10. Mr. Md. Saiful Islam, Deputy Manager, Sales and Marketing Dept. Teletalk Bangladesh Limited;
11. Mr. Md. Khalilur Rahman, Assistant Manager, Sales & Marketing, Teletalk Bangladesh Limited;
12. Mr. Hasnain Ahmed, Asstt Manager (Admin), Teletalk Bangladesh Limited;
13. Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd and
14. Office copy.



১৫-০২-২০২৪

Shirin Akther  
Addl General Manager (Addl  
Charge )