



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



Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.১০৩২

Date: ৬ আশ্বিন ১৪৩২ বঙ্গাব্দ
২১ সেপ্টেম্বর ২০২৫ খ্রিস্টাব্দ

Office order

Mr. Md. Ibne Hasan (Employee ID-1210445 & Valid Passport No- B00840358), Deputy Manager, IT & Billing Department, has been granted Annual Leave (Ex-Bangladesh) to travel to Saudi Arabia for performing the Holy Umrah Hajj for a period of 17 (Seventeen) days from 06 October 2025 to 22 October 2025 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 17 (Seventeen) 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.
7. If this leave is not availed by 20th November 2025, this order will be considered cancelled.

Mr. Md. Ibne Hasan will be released from his post on local arrangements. Upon completion of his leave, he must resume his responsibility in his own post and submit his joining report to the Admin Department of TBL along with the photocopy of relevant passport pages (with arrival & departure seal), through the proper channel.

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

২১-০৯-২০২৫

Md. Ruhul Quddus
General Manager (Administration)
ruhul.quddus@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.১০৩২/১ (১২)

Date: ৬ আশ্বিন ১৪৩২ বঙ্গাব্দ
২১ সেপ্টেম্বর ২০২৫ খ্রিস্টাব্দ

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

1. Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited);
2. Director General, Passport & Immigration, Agargaon, Dhaka.
3. Director, Hazrat Shahjalal International Airport, Dhaka;.
4. General Manager, Finance & Accounts Dept, Teletalk Bangladesh Limited.
5. General Manager (IT & Billing) (Additional Responsibilities), IT & Billing Department, Teletalk Bangladesh Limited.
6. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
7. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
8. Private Secretary (Additional Duty), Office of the Managing Director, Teletalk Bangladesh Limited.
9. Mr. Md. Ibne Hasan, Deputy Manager, IT & Billing Department, Teletalk Bangladesh Limited.
10. Mrs. Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Limited.
11. Mrs. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Limited.
12. Office Copy, ..



A handwritten signature in black ink, appearing to read 'Humayun'.

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Md. Humayun Kabir
Dy General Manager (Admin)