



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



Number: ১৮.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.৭৭৩

২৬ আগস্ট ১৪৩২ বঙ্গাব্দ
Date: ১০ জুলাই ২০২৫ খ্রিস্টাব্দ

Office order

Mr. Md. Rahat Parvez (Employee ID-1210191 & Valid passport No-A07546717), Senior Manager, System Operations (Dhaka) Department has been granted Annual Leave (Ex-Bangladesh) to travel to Thailand with his son's to attend the International Olympiad English Language, Leadership & Sustainability (IOELLS) for a period of 08 (Eight) days from 16 July 2025 to 23 July 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 08 (eight) 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. Rahat Parvez will be released from his post after handing over his responsibility to Mr. Md. Mahfuzur Rahman (Employee ID-1210362), Manager, System Operations (Dhaka) Department. Mr. Md. Mahfuzur Rahman will look after the charge in addition to his main responsibility. Mr. Md. Rahat Parvez will join his own post and resume his responsibility 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 the proper channel.

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

১০-০৭-২০২৫

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

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.৭৭৩/১ (১৩)

২৬ আষাঢ় ১৪৩২ বঙ্গাব্দ
Date: ১০ জুলাই 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 (System Operations, Dhaka), Office of System Operations (Dhaka), Teletalk Bangladesh Limited.
5. General Manager, Finance & Accounts Dept, 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. Rahat Parvez, Senior Manager (System Operations, Dhaka), System Operations (Dhaka) Office, Teletalk Bangladesh Limited.
10. Mr. Md. Mahfuzur Rahman, Manager (System Operations, Dhaka), System Operations (Dhaka) Office, Teletalk Bangladesh Limited.
11. Mrs. Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Limited.
12. Mrs. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Limited.
13. Office Copy, ..



১০-০৭-২০২৫

Md. Humayun Kabir
By General Manager (Admin)