



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



Record Number: 14.35.0000.000.020.31.0082.18.807

Date: 16/07/2025

Office Order

As per Government Order Number- 14.00.0000.000.001.25.0006.17.362, Date: 02.07.2025, the following officials of Teletalk Bangladesh Ltd. will participate in the “Factory inspection/Test” conducted by ZTE Corporation for “Supply, Installation & Integration of IP Backbone Network Equipment” under “Expansion of Teletalk’s Mobile Broadband Network in Coastal, Hill tracts and other Hard to Reach Areas” Project. They will conduct the Factory Inspection/Test according to the following time schedule and location.

Sl.	Name, Designation & Department	Factory Location	Duration (Excluding Travel Time)
01	Sandip Kumar Biswas ID: 1220712 Additional General Manager System Operations (Dhaka) Department	He Yuan, Shen Zhen China	17 July 2025 to 24 July 2025 Or nearest convenient time.
02	Md. Humayun Kabir ID: 1210394 Deputy General Manager Admin Department (Main Charge) and Asst. Project Director “Expansion of Teletalk’s Mobile Broadband Network in Coastal, Hill tracts and other Hard to Reach Areas” Project (Additional Charge)	He Yuan, Shen Zhen China	17 July 2025 to 24 July 2025 Or nearest convenient time.

The Terms and Conditions are mentioned below:

- All the expenses regarding this tour will be borne by ZTE Corporation;
 - The period of accomplishing the Factory Inspection/Test including transit will be treated as on duty;
 - They will draw his usual pay and allowances from Bangladesh in local currency;
 - They will return to the country within the stipulated time limit and join the office;
 - On return from abroad they will submit a report as per govt. prescribed form to Admin Department within 15 Days.
- Mr. Sandip Kumar Biswas, Additional General Manager, System Operations (Dhaka) Department will be released through local arrangement.
 - Mr. Md. Humayun Kabir, Deputy General Manager, Admin Department (Main Charge) will be released after handing over the responsibility of Deputy General Manager, Admin to Mr. Md. Khalekuzzaman, Deputy General Manager (Legal), Admin Department. Mr. Md. Khalekuzzaman will look after the above mentioned charge in addition to his main responsibility. And also Mr. Md. Humayun Kabir, will be released from the responsibility of Asst. Project Director, “Expansion of Teletalk’s Mobile Broadband Network in Coastal, Hill tracts and other Hard to Reach Areas” Project (Additional Charge) through local arrangement.
 - A charge hand over & take over report should send to all concerns of Teletalk.

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



16-07-2025

Md. Ruhul Quddus

General Manager (Admin)

ruhul.quddus@teletalk.com.bd

Record Number: 14.35.0000.000.020.31.0082.18.807/1 (14)

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Copy for Kind Information and Necessary Action (Not in the order of seniority):

1. Secretary (Routine Duty), Office of Secretary, Post & Telecommunication Division and Chairman, Teletalk Bangladesh Limited;
2. Concern Head of the Department and Project Director;
3. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka;
4. Mr. Sandip Kumar Biswas, Additional General Manager, Office of the System Operations (Dhaka), Teletalk Bangladesh Limited;
5. Mr. Md. Humayun Kabir, Deputy General Manager (Admin), Office of the Admin, Teletalk Bangladesh Limited;
6. Tian Zhengmin, Project Director, ZTE Corporation;
7. Private Secretary (Additional Responsibility), Office of the Managing Director, Teletalk Bangladesh Limited;
8. Manager, Office of IT & Billing, Teletalk Bangladesh Limited;
9. Immigration Officer, Hazrat Shah Jalal International Airport, Dhaka.;
10. Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited;
11. Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited;
12. Assistant Manger, Office of the Admin, Teletalk Bangladesh Limited;
13. ., Personal File and
14. ., Office Copy.



16-07-2025

Shirin Akhter

Additional General Manager (Additional Charge)