



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



Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.১০৬৩

Date: ১৪ আশ্বিন ১৪৩২ বঙ্গাব্দ
২৯ সেপ্টেম্বর ২০২৫ খ্রিস্টাব্দ

Office order

Mr. Md. Ahsan Habib (Employee ID-1210493 & Valid Passport No-B00049643), Manager, Planning & Implementation Department (Main Responsibility) and Coastal & Hill Tracts Project, TBL (Additional Responsibility) has been granted Annual Leave (Ex-Bangladesh) to travel to Japan with his daughter to attend the Social Tech Summit 2025 at Hiroshima University, Japan for a period of 11 (Eleven) days from 01 October 2025 to 11 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 11 (Eleven) 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 30th October 2025, this order will be considered cancelled.

Mr. Md. Ahsan Habib will be released from his post after handing over his main and additional responsibility to Mr. Md. Ferdous Wahid (1210641), Manager, Planning & Implementation Department. Mr. Md. Ferdous Wahid will look after the charge in addition to his own duties.

Upon completion of his leave, Mr. Md. Ahsan Habib must resume his all responsibilities 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.

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

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.১০৬৩/১ (১৫)

Date: ১৪ আশ্বিন ১৪৩২ বঙ্গাব্দ
২৯ 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, Hazrat Shahjalal International Airport, Dhaka.
3. Director General, Passport & Immigration, Agargaon, Dhaka.
4. General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & other profile of the said officers).
5. General Manager, Finance & Accounts, Teletalk Bangladesh Limited.
6. Project Director, Expansion of Teletalk Broadband Network at Coastal, Hill Tracts & Other Hard to reach areas, Teletalk Bangladesh Limited.
7. General Manager (Planning and Implementation), Planning and Implementation Department, Teletalk Bangladesh Limited.
8. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
9. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
10. PS to Managing Director, TBL (For kind information to Managing Director, TBL).
11. Mr. Ahsan Habib, Manager (Planning & Implementation), Teletalk Bangladesh Limited.
12. Mr. Md. Ferdous Wahid, Manager, Planning & Implementation, Teletalk Bangladesh Limited.
13. Mrs. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd.
14. Mrs. Sabrina Tania, Asst Manager (Admin), Teletalk Bangladesh Limited.
15. Office copy.



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Md. Humayun Kabir, Deputy General
Manager