



Teletalk Bangladesh Limited
A State-owned Mobile Network Operator
Office of the Admin
Rajuk Commercial Complex, Gulshan-1,
Dhaka.
www.teletalk.com.bd



Record Number: 14.35.0000.000.020.08.0001.20.380

Date: 07/05/2026

Office Order

Mr. Md. Khairul Amin (Employee ID-1210507 & passport no-A12832779), Additional General Manager of Finance & Accounts Department has been granted Annual Leave (Ex-Bangladesh) to travel to Saudi Arabia to perform the Holy Hajj for a period of 23 (Twenty-Three) days from 15 May 2026 to 06 June 2026 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 23 (Twenty-Three) 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. Khairul Amin will be released from his post after handing over his responsibilities to Mr. Faruk Ahmed Patwary (1210114), Deputy General Manager, Sales & Marketing Department. Mr. Faruk Ahmed Patwary will look after the charge in addition to his own duties.

Upon completion of his leave, Mr. Md. Khairul Amin must resume all his responsibilities in his own post and submit his joining report to the Admin Department of TBL along with photocopies of the relevant passport pages (with arrival and departure seals) through the proper channel.

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

07-05-2026

Md. Ruhul Quddus
General Manager (Admin)

E-mail :

ruhul.quddus@teletalk.com.bd

Record Number: 14.35.0000.000.020.08.0001.20.380/1 (14)

Date: 07/05/2026

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

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, Teletalk Bangladesh Limited), .
2. Director General, Passport & Immigration, Agargaon, Dhaka, ..
3. Director, Hazrat Shahjalal International Airport, Dhaka, ..
4. General Manager (Finance and Accounts), Office of the Finance & Accounts, Teletalk Bangladesh Limited.
5. General Manager (IT & Billing), Office of IT & Billing, Teletalk Bangladesh Limited.
6. General Manager, Department of Sales & Marketing, Teletalk Bangladesh Limited.
7. Mr. Md. Khairul Amin, Additional General Manager, Office of the Finance & Accounts, Teletalk Bangladesh Limited.
8. Faruk Ahmed Patwary, Deputy General Manager, Department of Sales & Marketing, Teletalk Bangladesh Limited.
9. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka, ..
10. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.,, ..
11. Private Secretary, Office of the Managing Director, Teletalk Bangladesh Limited.
12. Sabrina Tania, Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited.
13. Sadia Nawreen, Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited.
14. Office Copy, ..



A handwritten signature in black ink, appearing to read 'Humayun', located above the date and name.

07-05-2026

Md. Humayun Kabir
Deputy General Manager(Admin)