



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



Date: ২৭ বৈশাখ ১৪৩৩
১০ মে ২০২৬

Number: ১৪.৩৫.০০০০.০০০.০২০.১৯.০০৬৪.২২.৩৮৬

Office order

Reference: Notification Order No. 14.00.0000.000.008.08.0002.19.60, dated 09 April 2026, issued by the Ministry of Post and Telecommunications.

Ms. Shirin Akther, Divisional Engineer (DOT), currently posted as Additional General Manager/Company Secretary (with primary responsibilities) and Additional General Manager (Admin) (with additional responsibilities) at Teletalk Bangladesh Limited, Dhaka, has been granted 22 (twenty-two) days of earned leave (Ex-Bangladesh) from 16 May 2026 to 06 June 2026 (or from the date of commencement of leave) for the purpose of performing Holy Hajj in the Kingdom of Saudi Arabia, subject to the terms and conditions outlined in the said order.

In accordance with her application, Teletalk Bangladesh Limited hereby permits her to avail the leave from 18 May 2026 to 08 June 2026, totaling 22 (twenty-two) days.

Sl. No.	Name, Designation & Other Information	Granted Leave
01.	Mrs. Shirin Akhter Divisional Engineer Department of Telecommunications On Deputation at Teletalk Bangladesh Limited as Additional General Manager (Company Secretary) (Primary Responsibilities) and Admin (Additional Responsibilities). ID: 2110091, Passport No.: E00163414, Mobile: 01550155047, Email: shirin.akther@teletalk.com.bd	Earned Leave (Ex-Bangladesh) for 22 (twenty-two) Days from 18 May, 2026 to 08 June, 2026

2. The terms and conditions are mentioned below:

- This approval is applicable for a single trip only;
- The expenditure relevant to this visit will be borne by her;
- This leave will not be extended under any conditions;
- She will draw her usual pay and allowances from Bangladesh in local currency;
- She must return to the country within the stipulated time limit & join her office.
- A charge handover and take-over report in the prescribed form should be sent to all concerned departments of TBL.

3. Mrs. Shirin Akhter will handover the charge of Additional General Manager/ Company Secretary (Primary Responsibilities) to Mr. Mohammad. Monsur Rahman, Additional General Manager, IT & Billing Department (Main Responsibility) and Digital Services Department (Additional

Responsibility). Mr. Mohammad. Monsur Rahman will look after the charge in addition to his main responsibilities. Mrs. Shirin Akther will relinquish her additional charge of Additional General Manager (Admin). She will join her posts and resume her responsibilities after availing the leave.

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

সংযুক্তিসমূহঃ

- (১) Government Order Number
- (২) Haor and Island Project Office Order



১০-০৫-২০২৬

Md. Ruhul Quddus

General Manager(Admin)

Email: ruhul.quddus@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০০০.০২০.১৯.০০৬৪.২২.৩৮৬/১ (১৪)

Date: ২৭ বৈশাখ ১৪৩৩
১০ মে ২০২৬

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

1. Director General (Addl Charge), Dept of Telecommunications, Tejgaon, Dhaka.
2. Director General, Passport & Immigration, Agargaon, Dhaka.
3. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
4. Director, Hazrat Shahjalal International Airport, Dhaka.
5. General Manager (Finance & Accounts), Teletalk Bangladesh Limited.
6. Addl General Manager/ Company Secretary, Teletalk Bangladesh Ltd, (For kind attention of Chairman, Board of Directors, Teletalk Bangladesh Ltd).
7. Mr. Shirin Akhter, Additional General Manager (Company Secretary), Office of the Company Secretary, Teletalk Bangladesh Limited.
8. Mr. Muhammad Mansur Rahman, Additional General Manager (IT & Billing), IT & Billing Department, Teletalk Bangladesh Limited.
9. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
10. Chief Accounts and Finance Officer, (Telephone & Telegraph) Segunbagicha, Dhaka.
11. Private Secretary, Office of the Managing Director, Teletalk Bangladesh Limited.
12. Mrs. Sabrina Tania, Asst. Manager, Admin Dept., Teletalk Bangladesh Limited.
13. Mrs. Sadia Nawreen, Asst. Manager, Admin Dept., Teletalk Bangladesh Limited.
14. Office Copy.



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Md. Humayun Kabir

Dy General Manager (Admin)