

Teletalk Bangladesh Limited

State-owned mobile network operator



Administration Department



Rajuk Commercial Complex, Gulshan-1,  
Dhaka.

[www.teletalk.com.bd](http://www.teletalk.com.bd)

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০২৮

Date: ২২ বৈশাখ ১৪৩০ বঙ্গাব্দ  
০৫ মে ২০২৩ খ্রিস্টাব্দ


Office order

Mr. Shah Abdul Baten (Employee ID-1210619 & valid passport no-A03621627), Manager, Finance & Accounts Department has been granted annual leave (Ex-Bangladesh) to travel Saudi Arabia for the purpose of performing Holy Hajj for a period of 45 (forty-five) days from 20 May 2023 to 03 July 2023 or from the date of availing the leave under following 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 45 (forty-five) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.

Mr. Shah Abdul Baten will be released from his post on local arrangements. He will join his own post after availing of the leave and report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of his passport.

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



০৫-০৫-২০২৩

Ahammed Ullah  
General Manager (Admin)  
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০২৮/১ (১১)

Date: ২২ বৈশাখ ১৪৩০ বঙ্গাব্দ  
০৫ মে ২০২৩ খ্রিস্টাব্দ

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

- ১। Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, Teletalk Bangladesh Limited).;
- ২। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৩। Director,, Hazrat Shahjalal International Airport, Dhaka.;
- ৪। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৫। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;
- ৬। General Manager, Finance & Accounts, TBL.;
- ৭। PS to Managing Director,, TBL (For kind information, Managing Director, TBL).;
- ৮। Mr. Shah Abdul Baten, Manager, Finance & Accounts, TBL.;
- ৯। Mrs. Sabrina Tania, Assistant Manager, Admin (For Office attendance report).;
- ১০। Ms. Sadia Nawreen, Assistant Manager, Admin (for Salary related). এবং
- ১১। Office, Copy।



09-08-2020

**Shirin**

**Addl General Manager (Admin)**