

Teletalk Bangladesh Limited

State-owned mobile network
operator



Administration Department



Rajuk Commercial Complex,
Gulshan-1, Dhaka.

www.teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০৮৬

Date: ৫ জ্যৈষ্ঠ ১৪৩০ বঙ্গাব্দ
১৯ মে ২০২৩ খ্রিস্টাব্দ

Subject: Permission for availing of Annual Leave (Ex-Bangladesh)

Mrs. Farzana Islam (Employee ID-1110322 & valid passport no-A01688600), Assistant Manager, Sales, Distribution & CRM Department has been granted annual leave (Ex-Bangladesh) to travel to Saudi Arabia for the purpose of performing Holy Hajj for a period of 45 (forty-five) days from 11 June 2023 to 25 July 2023 or from the date of availing the leave under following conditions:

1. All costs of the journey will be borne by herself.

2. Any overstay abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. Leave of 45 (forty-five) days will be adjusted from her accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.

Mrs. Farzana Islam will be released from his post after handing over the charge to Mrs. Nurjahan (Shimu), Assistant Manager of the Sales, Distribution & CRM Department. She will join her 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 her passport.

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



১৯-০৫-২০২৩

Ahammed Ullah

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০৮৬/১ (১৩)

Date: ৫ জ্যৈষ্ঠ ১৪৩০ বঙ্গাব্দ
১৯ মে ২০২৩ খ্রিস্টাব্দ

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

- ১। Chairman, BoD, TBL & Secretary, Post & Telecom Division, Dhaka;
- 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। General Manager, Sales, Distribution & CRM Department, TBL.;
- ৮। PS to Managing Director, TBL (For kind information, Managing Director, TBL).;
- ৯। Mrs. Farzana Islam, Assistant Manager, Sales, Distribution & CRM Department, TBL.;
- ১০। Mrs. Nurjajan Islam, Assistant Manager, Sales, Distribution & CRM Department, TBL.;
- ১১। Mrs. Sabrina Tania, Assistant Manager, Admin (for office attendance report);
- ১২। Ms. sadia Nawreen, Assistant Manager, Admin (for salary related) এবং
- ১৩। Office Copy।



A handwritten signature in black ink, appearing to be 'Ahammed Ullah'.

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Ahammed Ullah
General Manager (Admin)