



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১২০

Date: ১৪ মাঘ ১৪৩০ বঙ্গাব্দ
২৮ জানুয়ারি ২০২৪ খ্রিস্টাব্দ

Office order

Mr. Md. Mahafuzur Rahman Sumon (Employee ID-1210089 & Valid Passport No-EF0273817), Assistant Manager of the Sales & Marketing Department has been granted annual leave (Ex-Bangladesh) to travel to India for treatment of his wife for a period of 10 (Ten) days from 04 February 2024 to 13 February 2024 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 10 (Ten) 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 prescribed form should be sent to all concerns of TBL.

Mr. Md. Mahafuzur Rahman Sumon will be released from his post after handing over his responsibility to Mr. Md. Shafirul Islam (1210258), Assistant Manager, Sales & Marketing Department. Mr. Md. Shafirul Islam will look after the charge in addition to his main responsibility. He will join his own post after availing of the leave and send a report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of his passport through the proper channel.

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

২৮-০১-২০২৪

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১২০/১ (১৪)

Date: ১৪ মাঘ ১৪৩০ বঙ্গাব্দ
২৮ জানুয়ারি ২০২৪ খ্রিস্টাব্দ

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

- ১। Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited);
- ২। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৩। General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & other profiles as applicable of officers);
- ৪। General Manager (Sales & Marketing), Teletalk Bangladesh Limited;
- ৫। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৬। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৭। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৮। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১০। Assistant Manager, Sales & Marketing Dept, Teletalk Bangladesh Limited;
- ১১। Mr. Md. Mahafuzur Rahoman Sumon, Asstt Manager, Sales & Marketing Dept, Teletalk Bangladesh Limited;
- ১২। Mr Hasnain Ahmed, Asstt Manager (Admin), Teletalk Bangladesh Limited;
- ১৩। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৪। Office copy।



১৮-০১-২০১৪

Shirin Akther

Addl General Manager (Addl
Charge)