



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৬৫৯

Date: ৩০ আশ্বিন ১৪৩০ বঙ্গাব্দ  
১৫ অক্টোবর ২০২৩ খ্রিস্টাব্দ

### Office order

Mr. Muhammad Saifur Rahman Khan (Employee ID-1210096 & Valid passport no-A01917013), Manager of System Operations (Dhaka) Department has been granted annual leave (Ex-Bangladesh) to travel India for the purpose of treatment of his daughter for a period of 25 (twenty-five) days from 15 October 2023 to 08 November 2023 or from the date of availing the leave under following terms & conditions:

1. All costs of the journey will be borne by himself.
2. Any overstay in abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. Leave of 25 (twenty-five) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.
6. He will be released from his post on local arrangements.
7. A charge handover & take over report should be sent to all concerns of TBL as per prescribed form.

Mr. Muhammad Saifur Rahman Khan will be released from his post after handing over the charge to Mr. Mohammad Sajjad Hossain, Senior Manager, System Operations (Dhaka) Department. Mr. Mohammad Sajjad Hossain will look after the charge in addition to his main responsibilities. He will join his own post after availing 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

১৫-১০-২০২৩

Ahmed Ullah

General Manager (Admin)

ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৬৫৯/১ (১৩)

Date: ৩০ আশ্বিন ১৪৩০ বঙ্গাব্দ  
১৫ অক্টোবর ২০২৩ খ্রিস্টাব্দ

**Copy sent for information and necessary (where applicable) action**

**(not in 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. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
6. General Manager (System Operations, Dhaka), Office of System Operations (Dhaka), Teletalk Bangladesh Limited;
7. General Manager, Finance & Accounts, TBL.;
8. PS to Managing Director, TBL (For kind information, Managing Director, TBL).;
9. Senior Manager (System Operations, Dhaka), Office of System Operations (Dhaka), Teletalk Bangladesh Limited;
10. Manager (System Operations, Dhaka), Office of System Operations (Dhaka), Teletalk Bangladesh Limited;
11. Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
12. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd and
13. Office copy,



A rectangular box containing a handwritten signature in blue ink, which appears to read "Shirin Akther".

১৬-১০-২০১০

Shirin Akther

Addl General Manager (Admin)