



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৮৩৯

Date: ২২ অগ্রহায়ণ ১৪৩০ বঙ্গাব্দ
০৭ ডিসেম্বর ২০২৩ খ্রিস্টাব্দ

Office order

Mr. Rahat Parves (Employee ID-1210191 & Valid Passport No-A07546717), Senior Manager of System Operations (Dhaka) Department has been granted annual leave (Ex-Bangladesh) to travel Saudi Arabia for performing the Holy Umrah Hajj for a period of 08 (Eight) days from 19 December 2023 to 26 December 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 abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. Leave of 08 (Eight) 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. Rahat Parves will be released from his post after handing over his responsibility to Mr. Md. Mahfuzur Rahman (1210362), Manager, System Operations (Dhaka) Department. Mr. Md. Mahfuzur Rahman will look after the charge in addition to his main responsibility. He will join his own posts after availing the leave and send report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of her passport through proper channel.

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

০৭-১২-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৮৩৯/১ (১৪)

Date: ২২ অগ্রহায়ণ ১৪৩০ বঙ্গাব্দ
০৭ ডিসেম্বর ২০২৩ 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, System Operations (Dhaka), Teletalk Bangladesh Ltd;
- ৩। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৪। General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & others profile of the said officers);
- ৫। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৬। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৭। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৮। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১০। Mr. Rahat Parves, Sr Manager, System Operations (Dhaka) Dept, Teletalk Bangladesh Ltd;
- ১১। Mr. Mahfuzur Rahman, Manager, System Operations (Dhaka) Dept, Teletalk Bangladesh Ltd;
- ১২। Mr Hasnain Ahmed, Asstt Manager (Admin), Teletalk Bangladesh Limited;
- ১৩। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৪। Office copy।

