



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৫৫৬

Date: ৫ আশ্বিন ১৪৩০ বঙ্গাব্দ
২০ সেপ্টেম্বর ২০২৩ খ্রিস্টাব্দ

Office order

Mrs. Anjuman Ara (Employee ID-1110126 & valid passport no-A05259564), Deputy Manager, Finance & Accounts Department has been granted annual leave (Ex-Bangladesh) to travel United States of America (USA) for the purpose of her treatment for 60 (sixty) days from 18 October, 2023 to 16 December, 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 in abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. Leave of 60 (sixty) days will be adjusted from her accumulated annual leave.
5. Casual leave or weekly holidays cannot be added with the annual leave.
6. She will be released from her post on local arrangements.
7. A charge handover & take over report should send to all concern dept. of TBL as per prescribed form.

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.

২০-০৯-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৫৫৬/১ (১১)

Date: ৫ আশ্বিন ১৪৩০ বঙ্গাব্দ
২০ সেপ্টেম্বর 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 Shahjalal International Airport, Dhaka.;
- ৬। General Manager, Finance & Accounts, TBL.;
- ৭। PS to Managing Director, TBL (For kind information, Managing Director, TBL).;
- ৮। Anjuman Ara , Dy Manager (F&A) Dept, Teletalk Bangladesh Limited;
- ৯। Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১০। Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১১। Office, Copy।



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Shirin Akther

Addl General Manager (Admin)