



Teletalk Bangladesh Limited  
A State-Owned Mobile Network  
Operator  
Administration Department  
Rajuk Commercial Complex,  
Gulshan-1, Dhaka-1212  
www.teletalk.com.bd



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৮৯৭

Date: ৬ পৌষ ১৪৩০ বঙ্গাব্দ  
২১ ডিসেম্বর ২০২৩ খ্রিস্টাব্দ

### Office order

Ms. Sonia Islam (Employee ID-1110212 & Valid passport No-EB0515321), Deputy Manager, Sales, Distribution & CRM Department has been granted Annual Leave (Ex-Bangladesh) to travel Saudi Arabia for performing the Holy Umrah Hajj for a period of 18 (Eighteen) days from 24 December 2023 to 10 January 2024 or from the date of availing the leave under following terms & 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 18 (Eighteen) days will be adjusted from her 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.

Ms. Sonia Islam will be released from her post after handing over her responsibility to Mrs. Zubaida Sultana (1110091), Deputy Manager, Sales, Distribution & CRM Department. Mrs. Zubaida Sultana will look after her charge in addition to her main responsibility. She will join her own post 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.

২১-১২-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৮৯৭/১ (১৪)

Date: ৬ পৌষ ১৪৩০ বঙ্গাব্দ  
২১ 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। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৩। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৪। General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & other profile of the said officers);
- ৫। General Manager, Sales, Distribution & CRM, Teletalk Bangladesh Ltd;
- ৬। Controller of Foreign Currency, Bangladesh Bank, Head Office, 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 Sonia Islam, Dy Manager (Sales, Distribution & CRM), Teletalk Bangladesh Limited;
- ১১। Mr. Zubaida Sultana, Dy Manager, Sales, Distribution & CRM, 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।



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

১১-১১-২০২৩

Shirin Akther

Addl General Manager (Admin)