



Teletalk Bangladesh Limited

(A State-Owned Mobile Network Operator)

House No-3/A, 5/A, 7/A, Road No-17

Rajuk Commercial Complex, Gulshan-1, Dhaka-1212

www.teletalk.com.bd



Seek  
Attention  
Limited

Record Number: 14.35.0000.020.08.001.20.358

Date: 2/3/2023

**Subject: Permission for availing of Annual Leave (Ex-Bangladesh)**  
Mr. Mohammad Al Razzakuzzaman (Employee ID-1210709 & valid passport no-A00013246), Additional General Manager, Marketing & VAS Department has been granted annual leave (Ex-Bangladesh) to travel India for the purpose of treatment for a period of 06 (six) days from 27 March 2023 to 01 April 2023 or from the date of availing the leave under following 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 06 (six) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.

Mr. Mohammad Al Razzakuzzaman will be released from his post after handing over the charge to Mr. Mohammad Jamal Uddin, Additional General Manager, Marketing & VAS Department. He will join his 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 his passport.

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

18-03-2023

Ahammed Ullah

General Manager (Admin)

Phone: 02-222291060

Fax: 02-222282828

Email:  
ahammed.ullah@teletalk.com.bd

Record Number:

Date: 2/3/2023

[14.35.0000.020.08.001.20.358/1\(12\)](#)

Copy for Kind Information and Necessary Action,

- 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 (Finance and Accounts), Teletalk Bangladesh Limited
- 7) General Manager (Marketing & VAS) (Additional), Teletalk Bangladesh Limited
- 8) Mr. Mohammad Jamal Uddin, Additional General Manager, Teletalk Bangladesh Limited
- 9) Mr. Mohammad Al Razzakuzzaman, Additional General Manager, Teletalk Bangladesh Limited
- 10) PS to Managing Director, Office of the Managing Director, Teletalk Bangladesh Limited (For kind information, Managing Director, TBL).
- 11) personal copy
- 12) Office Copy



18-03-2023

Ahammed Ullah  
General Manager (Admin)