

Teletalk Bangladesh Limited

State-owned mobile network operator



Administration Department
Rajuk Commercial Complex,



Gulshan-1, Dhaka.

www.teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১১০৫

Date: ১১ জ্যৈষ্ঠ ১৪৩০ বঙ্গাব্দ
২৫ মে ২০২৩ খ্রিস্টাব্দ

Subject: Permission for availing of Annual Leave (Ex-Bangladesh)

Mr. Md. Moniruzzaman (Employee ID-1210188 & valid passport no- A06889688), Senior Manager, System Operations (Chittagong) Department has been granted annual leave (Ex-Bangladesh) to travel to Saudi Arabia for the purpose of performing Holy Hajj for a period of 45 (forty-five) days from 05 June 2023 to 19 July 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 45 (forty-five) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.

Mr. Moniruzzaman will be released from his post after handing over the charge to Mr. Md. Wohidur Rahman, Manager, System Operations (Chittagong) 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.



২৫-০৫-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১১০৫/১ (১২)

Date: ১১ জ্যৈষ্ঠ ১৪৩০ বঙ্গাব্দ
২৫ মে ২০২৩ খ্রিস্টাব্দ

Copy sent for information and necessary (where applicable) action (not in order of seniority):

- ১। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ২। Director,, Hazrat Shahjalal International Airport, Dhaka.;
- ৩। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৪। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;
- ৫। General Manager, Finance & Accounts, TBL.;
- ৬। General Manager, System Operations (Chattagram), Teletalk Bangladesh Limited.;
- ৭। PS to Managing Director, TBL (For kind information, Managing Director, TBL).;
- ৮। Mr. Md. Moniruzzaman, Senior Manager, SO (Chattogram) Department, TBL.;
- ৯। Mr. Md. Wohidur Rahman, Manager, SO (Chattogram) Department, TBL.;
- ১০। Mrs. Sabrina Tania, Assistant Manager, Admin (for office attendance report);
- ১১। Ms. sadia Nawreen, Assistant Manager, Admin (for salary related) এবং

Office Copy



A handwritten signature in black ink, appearing to be 'Ahammed Ullah'.

2023-06-20

Ahammed Ullah
General Manager (Admin)