

Teletalk Bangladesh Limited

State-owned mobile network operator



Administration Department



Rajuk Commercial Complex, Gulshan-1,  
Dhaka.

[www.teletalk.com.bd](http://www.teletalk.com.bd)

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০৪৬

Date: ২৮ বৈশাখ ১৪৩০ বঙ্গাব্দ  
১১ মে ২০২৩ খ্রিস্টাব্দ

Office order

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

Mr. Md. Zakir Hossain Bhuiyan (Employee ID-1210598 & valid passport no-A06348824), Manager, Planning & Implementation 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 01 June 2023 to 15 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. Md. Zakir Hossain Bhuiyan will be released from his own post on local arrangement. 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.

১১-০৫-২০২৩

আহাম্মদ উল্লাহ

মহাব্যবস্থাপক (প্রশাসন)

ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০৪৬/১ (১১)

Date: ২৮ বৈশাখ ১৪৩০ বঙ্গাব্দ  
১১ মে 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 Shahajalal International Airport, Dhaka.;
- ৬। General Manager,, Finance & Accounts, TBL.;
- ৭। General Manager,, Planning & Implementation Department, TBL.;
- ৮। Mr. Md. Zakir Hossain Bhuiyan, Manager, Planning & Implementation Department, TBL.;
- ৯। Mrs. Sabrina Tania, Assistant Manager, Admin (For Office attendance report).;
- ১০। Ms. Sadia Nawreen, Assistant Manager, Admin (for Salary related). এবং
- ১১। Office Copy।



১১-০৫-২০২৩

শিরিন আক্তার

অতিরিক্ত মহাব্যবস্থাপক