

Teletalk Bangladesh Limited

State-owned mobile network operator



Administration Department



Rajuk Commercial Complex, Gulshan-1,
Dhaka.

www.teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০৪৩

Date: ২৮ বৈশাখ ১৪৩০ বঙ্গাব্দ
১১ মে ২০২৩ খ্রিস্টাব্দ

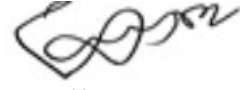
Office order

Mr. Mohammad Shaahidur Rahman (Employee ID-1210023 & valid passport no-A02008607), Senior Manager, IT & Billing 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 13 June 2023 to 27 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. Mohammad Shaahidur Rahman will be released from his own post after handing over the charge to Mr. Md. Ahsanul Hauque, Senior Manager, IT & Billing 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.



১১-০৫-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০৪৩/১ (১৩)

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 Shahjalal International Airport, Dhaka.;
- ৬। General Manager, Finance & Accounts, TBL.;
- ৭। General Manager (IT & Billing), IT & Billing Dept, Teletalk Bangladesh Ltd;
- ৮। Mr. Mohammad Shaahidur Rahman, Senior Manager, IT & Billing Department, TBL.;
- ৯। Mr. Md. Ahsanul Hauque, Senior Manager, IT & Billing Department, TBL.;
- ১০। PS to Managing Director, TBL (For kind information, Managing Director, TBL).;
- ১১। Mrs. Sabrina Tania, Assistant Manager, Admin (For Office attendance report).;
- ১২। Ms. Sadia Nawreen, Assistant Manager, Admin (for Salary related). এবং
- ১৩। Office, Copy।



১১-০৫-২০২৩

Shirin Akther
Addl General Manager (Admin)