



Teletalk Bangladesh Limited
State-owned mobile network operator
Administration Department
Rajuk Commercial Complex,
Gulshan-1, Dhaka.
www.teletalk.com.bd



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৭০০

Date: ১৭ কার্তিক ১৪৩০ বঙ্গাব্দ
০২ নভেম্বর ২০২৩ খ্রিস্টাব্দ

Office order

Mr. Ajit Krishna Das (Employee ID-1220200 & Valid passport no-A02850427), Deputy Manager of System Operations (Chatogram) Department has been granted annual leave (Ex-Bangladesh) to travel India for the purpose of treatment of himself and his mother for a period of 25 (twenty-five) days from 06 November 2023 to 30 November 2023 or from the date of availing the leave under the following terms & conditions:

1. All costs of the journey will be borne by himself.
2. Any overstay in abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. Leave of 25 (twenty-five) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to this leave.
6. He will be released from his post on local arrangements.
7. A charge handover & take over report in TBL prescribed form should be sent to all concerns of TBL.

Mr. Ajit Krishna Das will be released from his post after handing over the charge to Mr. A B M Shahidul Islam, Deputy Manager, System Operations (Chatogram) Department. Mr. A B M Shahidul Islam will look after the charge in addition to his main responsibility. He will join his own post after availing the leave and report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of his passport through proper channel.

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

০২-১১-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৭০০/১ (১৩)

Date: ১৭ কার্তিক ১৪৩০ বঙ্গাব্দ
০২ নভেম্বর 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, System Operations (Chattogram), Agrabad, Chattogram, ;
- ৮। PS to Managing Director, TBL (For kind information, Managing Director, TBL).;
- ৯। Mr. Ajit Krisha Das, Dy Manager, SO (Chattogram), Chattogram, ;
- ১০। Mr. A B M Shahidul Islam, Dy Manager, SO (Chattogram), Chattogram, ;
- ১১। Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১২। Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৩। Office copy, ।



০২-১১-২০২৩

Shirin Akther

Addl General Manager (Admin)