



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৭৯০

Date: ৯ অগ্রহাষণ ১৪৩০ বঙ্গাব্দ
২৪ নভেম্বর ২০২৩ খ্রিস্টাব্দ

Office order

Mr. Muhammed Iqbal Ul Haque Bhuiyan (Employee ID-1210053 & Valid passport no-A11872145), Deputy Manager of Sales, Distribution & CRM Department has been granted annual leave (Ex-Bangladesh) to travel India for the purpose of treatment of his wife for a period of 88 (Eighty-Eight) days from 03 December 2023 to 28 February 2024 or from the date of availing the leave under following terms & 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 88 (eighty-eight) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to this leave.
6. A charge handover & take over report in prescribed form should be sent to all concerns of TBL.

Mr. Muhammed Iqbal Ul Haque Bhuiyan will be released from his post after handing over the charge to Mrs. Salma Akter, Deputy Manager and Mr. Rajat Barua, Assistant Manager, Sales, Distribution & CRM Department. Mrs. Salma Akter and Mr. Rajat Barua will look after the charge in addition to his & her main responsibilities. He will join his own post after availing the leave and send 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

২৪-১১-২০২৩

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

Number:

Date: ৯ অগ্রহায়ণ ১৪৩০ বঙ্গাব্দ
২৪ 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। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৩। General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & others profile);
- ৪। General Manager (Sales, Distribution & CRM), Teletalk Bangladesh Limited;
- ৫। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৬। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৭। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৮। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১০। Mr Iqbal Ul Haque Bhuiyan, Dy Manager, Sales, Distribution & CRM Dept, Teletalk Bangladesh Limited;
- ১১। Mrs Salma Akter, Dy Manager, Sales, Distribution & CRM Dept, Teletalk Bangladesh Limited;
- ১২। Mr Rajat Barua, Asstt Manager, Sales, Distribution & CRM Dept, Teletalk Bangladesh Limited;
- ১৩। Mr Hasnain Ahmed, Asstt Manager (Admin), Teletalk Bangladesh Limited;
- ১৪। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৫। Office copy, ।



২৫-১১-২০২৩

Shirin Akther

Addl General Manager (Admin)