



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



২৬ ফাল্গুন ১৪৩১ বঙ্গাব্দ
Date: ১১ মার্চ ২০২৫ খ্রিস্টাব্দ

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.২৭৯

Office order

Mr. AKM Akramul Islam (Employee ID-1210288 & Valid passport No-A17985649), Assistant Manager, Sales, and Marketing Department has been granted Annual Leave (Ex-Bangladesh) to travel to Saudi Arabia to perform the Holy Umrah Hajj for a period of 17 (Seventeen) days from 15 March 2025 to 31 March 2025 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 abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. Leave of 17 (Seventeen) 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 the prescribed form should be sent to all concerns of TBL.

Mr. AKM Akramul Islam will be released from his post after handing over his responsibility to Mr. Md. Maha Alam (1210226), Assistant Manager, Sales and Marketing Department. Mr. Md. Maha Alam will look after his charge in addition to his main responsibility. Mr. AKM Akramul Islam will join his own post after availing of the leave and send the report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of his passport through the proper channel.

This office order is issued with the approval of the Managing Director, Teletalk Bangladesh Limited.

১১-০৩-২০২৫
Ahammed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.২৭৯/১ (১৩)

২৬ ফাল্গুন ১৪৩১ বঙ্গাব্দ
Date: ১১ মার্চ ২০২৫ খ্রিস্টাব্দ

Copy sent for information/notification and necessary action (not in order of seniority) :

১। Chairman, TBL & Secretary, PTB (Attn: Company Secretary, Teletalk Bangladesh Limited)।

- ২। Director General, Passport & Immigration, Agargaon, Dhaka.।
৩। Director, Hazrat Shahjalal International Airport, Dhaka।
৪। General Manager, Finance & Accounts, Teletalk Bangladesh Limited।
৫। General Manager (Sales & Marketing), Teletalk Bangladesh Ltd।
৬। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.।
৭। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.।
৮। PS to Managing Director, TBL (For kind information to Managing Director, TBL).।
৯। Mr A K M Akramul Islam, Asstt Manager, Sales & Marketing Dept, Teletalk Bangladesh Ltd।
১০। Mr Maha Alam, Asstt Manager, Sales & Marketing Dept, Teletalk Bangladesh Ltd।
১১। Mrs Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd।
১২। Mrs Sadia Nawreen, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd।
১৩। Office copy।



A handwritten signature in black ink, appearing to read 'Humayun Kabir'.

১১-০৩-২০২৫

Md. Humayun Kabir
Dy General Manager (Admin)