



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



Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.৩৪১

Date: ১৬ বৈশাখ ১৪৩৩  
২৯ এপ্রিল ২০২৬

#### Office order

Mr. AKM Akramul Islam (Employee ID-1210288 & Valid passport No-A138), 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 40 (Forty) days from 21 May 2026 to 29 June 2026 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 40 (Forty) 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.
7. If this leave is not availed by 30th May 2026, this order will be considered cancelled.

Mr. AKM Akramul Islam will be released from his post after handing over his responsibilities to Mr. Md. Maha Alam (1210226), Assistant Manager, Sales and Marketing Department. Mr. Md. Maha Alam will look after the charge in addition to his own duties.

Upon completion of his leave, Mr. AKM Akramul Islam must resume all his responsibilities in his own post and submit his joining report to the Admin Department of TBL along with photocopies of the relevant passport pages (with arrival and departure seals) through the proper channel.

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

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Md. Ruhul Quddus  
General Manager (Administration)  
Email: ruhul.quddus@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.৩৪১/১ (১৩)

Date: ১৬ বৈশাখ ১৪৩৩  
২৯ এপ্রিল ২০২৬

**Copy sent for information and necessary (where applicable) action to (not in order of seniority) :**

1. Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited).
2. Director General, Passport & Immigration, Agargaon, Dhaka.
3. Director, Hazrat Shahjalal International Airport, Dhaka.
4. General Manager, Finance & Accounts, Teletalk Bangladesh Limited.
5. General Manager (Sales & Marketing), Teletalk Bangladesh Ltd.
6. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
7. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
8. PS to Managing Director, TBL (For kind information to Managing Director, TBL).
9. Mr AKM Akramul Islam, Asstt Manager, Sales & Marketing Dept, Teletalk Bangladesh Ltd.
10. Mr Maha Alam, Asstt Manager, Sales & Marketing Dept, Teletalk Bangladesh Ltd.
11. Mrs Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd.
12. Mrs Sadia Nawreen, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd.
13. Office copy.



A handwritten signature in black ink, appearing to read 'Humayun Kabir', located to the right of the QR code.

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Md. Humayun Kabir  
Deputy General Manager (Admin)