



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



Date: ২৪ পৌষ ১৪৩০ বঙ্গাব্দ
০৮ জানুয়ারী ২০২৪ খ্রিস্টাব্দ

Number: ১৪.৩৫.০০০০.০২০.১৯.০৬৪.২২.৩৫

Office order

As per Government Order Number-14.00.0000.008.08.002.19.1271; Date: 20.12.2023 the following officer deputed at Teletalk Bangladesh Limited as Additional General Manager has been granted Earned leave (Ex-Bangladesh) to go to United States of America (USA) for urgent family needs from 09 January 2024 to 08 March 2024.

Sl. No.	Name, Designation & Other Information	Granted Leave
01.	Mr. Biswambhar Gayen Divisional Engineer Department of Telecommunications On Deputation at Teletalk Bangladesh Limited as Additional General Manager (Audit) (Main Charge) and System Operations, Dhaka (Additional charge). ID: 2210081, Passport No.: E00053637, Mobile: 01550155045, Email: biswambhar.gayen@teletalk.com.bd	Earned Leave (Ex-Bangladesh) for a period of 60 (Sixty) Days from 09 January 2024 to 08 March 2024.

2. The terms and conditions are mentioned below:

- This approval is applicable for single trip only;
- The expenditure relevant to this personal visit will be borne by himself;
- The leave will not be extended under any circumstances;
- The provision of Rule 34 of appendix VIII of BSR (part-1) will be applicable for this approval;
- He will draw his usual pay and allowances from Bangladesh in local currency;
- He must return to the country within the stipulated time limit & join his office.
- A charge hand over and take over report in prescribed form should be sent to all concerns of TBL.

3. Mr. Biswambhar Gayen will be released after handing over the responsibility of Audit Department to Mr. Md. Khaled Hossain, Additional General Manager of Sales, Distribution & CRM Department. Mr. Md. Khaled Hossain will look after the above responsibility in addition of his other responsibilities assigned upon him. Mr. Biswambhar Gayen will handover his additional responsibility of System Operations, Dhaka Department to Mr. Mamunur Rashid, Additional General Manager, Regulatory & Corporate Relations Department. Mr. Mamunur Rashid will look after the responsibility in addition to his other responsibilities assigned upon him.

This order has been issued with the approval of Managing Director, Teletalk Bangladesh Limited.



০৮-০১-২০২৪

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

Number:

Date: ২৪ পৌষ ১৪৩০ বঙ্গাব্দ
০৮ জানুয়ারী ২০২৪ 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। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৪। General Manager (System Operations, Dhaka), Teletalk Bangladesh Limited.;
- ৫। General Manager (Finance & Accounts), Teletalk Bangladesh Limited.;
- ৬। General Manager (IT & Billing), Teletalk Bangladesh Limited, (for updating the user Id & others profile of the said officers);
- ৭। Director, Hazrat Shahjalal International Airport, Dhaka.;
- ৮। Additional General Manager of Sales, Distribution & CRM Department, Teletalk Bangladesh Ltd.;
- ৯। Addl General Manager (Audit), Teletalk Bangladesh Limited.;
- ১০। Addl General Manager, System Operations (Dhaka) Dept, Teletalk Bangladesh Limited.;
- ১১। Additional General Manager of Regulatory & Corporate Relations Department, Teletalk Bangladesh Limited.;
- ১২। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
- ১৩। Chief Accounts and Finance Officer, (Telephone & Telegraph) Segunbagicha, Dhaka.;
- ১৪। PS to Manager Director (Addl Charge), Teletalk Bangladesh Limited.;
- ১৫। Mrs. Sadia Nawreen, Asstt Manager, Admin Dept, Teletalk Bangladesh Limited এবং
- ১৬। Mr. Hasnain Ahmed, Asstt Manager, Admin Dept, Teletalk Bangladesh Limited।



০৮-০১-২০২৪

Shirin Akther
Addl General Manager (Admin)