



Teletalk Bangladesh Limited  
A State-owned Mobile Network Operator  
Office of Administration  
Gulshan-1, Dhaka.  
www.teletalk.com.bd



**Record Number:** 14.35.0000.020.08.001.23.1602

**Date:** 28/09/2023

**Office Order**

**Subject: Permission for availing of Annual Leave (Ex-Bangladesh).**

As per the decision of 225th BoD meeting of Teletalk Bangladesh Limited (TBL) & application for availing leave Mr. Mahamudul Hasan Rabbi (Employee ID-1210275 & Passport No- A11299421.), Deputy General Manager, System Operations (Chittagong) Department has been granted Annual Leave (Ex Bangladesh) for the purpose of performing the Holy Umrah Hajj for a period of 14 (Fourteen ) days from 10 October 2023 to 23 October 2023 (Including travel time) as per following conditions-

1. All costs of the journey will be borne by himself.
2. Any overstay at abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. Leave of 14 (fourteen) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.
6. He will be released from his post on local arrangements.
7. A charge handover & take over report in prescribed form should be sent to all concerns of TBL.

He will join his own post after availing of the leave and report to the Admin Department of TBL through proper channel. He will also submit the photocopy of the relevant pages (with arrival & departure seal) of his passport to the Admin Department.

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

28-09-2023

Ahammed Ullah

General Manager (Admin)

ahammed.ullah@teletalk.com.bd

**Record Number:** 14.35.0000.020.08.001.23.1602/1 (12)

**Date:** 28/09/2023

**(Not in the order of**

**Copy for Kind Information and Necessary Actions seniority)**

- :
1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn; Company Secretary, Teletalk Bangladesh Limited);
  2. Director General, Passport & Immigration, Agargaon, Dhaka;
  3. Director, Hazrat Shahajalal International Airport, Dhaka;
  4. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka;
  5. Immigration Officer, Hazrat Shahajalal International Airport, Dhaka;

6. General Manager (Finance and Accounts), Office of the Finance & Accounts, Teletalk Bangladesh Limited;
7. General Manager (System Operation, CTG), Office of the System Operations (CTG), Teletalk Bangladesh Limited;
8. Deputy General Manager, Office of the System Operations (CTG), Teletalk Bangladesh Limited;
9. PS to Managing Director, TBL (for kind information, Managing Director, TBL);
10. Sadia Nawreen, Assistant Manger, Admim,TBL;
11. Sabrina Tania, Assistant Manger, Admim,TBL and
12. Office Copy.



A handwritten signature in black ink, appearing to read 'Shafaat', located above the date and name.

28-09-2023

Shafaatuzaman Hasbi  
Manager