



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৩২৬

Date: ১০ চৈত্র ১৪৩০ বঙ্গাব্দ  
২৪ মার্চ ২০২৪ খ্রিস্টাব্দ

### Office order

Mr. Md. Ahsan Habib (Employee ID-1210493 & Valid Passport No-B00049643), Manager, Planning & Implementation Department (Main Responsibility) and Coastal & Hill Tracts Project, TBL (Additional Responsibility) has been granted Annual Leave (Ex-Bangladesh) to travel to Thailand for the purpose of his treatment for 10 (Ten) days from 24 March 2024 to 02 April 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 10 (Ten) 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. Md. Ahsan Habib will be released from his post after handing over his main and additional responsibility to Mr. Md. Ferdous Wahid (1210641), Manager, Planning & Implementation Department. Mr. Md. Ferdous Wahid will look after his charge in addition to his main responsibility. Mr. Md. Ahsan Habib 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 the relevant pages (with arrival & departure seal) of his passport through proper channel.

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

২৪-০৩-২০২৪

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

Number:

Date: ১০ চৈত্র ১৪৩০ বঙ্গাব্দ  
২৪ মার্চ ২০২৪ খ্রিস্টাব্দ

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

- ১। Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited);
- ২। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৩। General Manager (Planning & Implementation), Teletalk Bangladesh Limited;
- ৪। General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & other profile of the said officers);
- ৫। Project Director, Expansion of Teletalk Broadband Network at Coastal, Hill Tracts & Other Hard to reach areas, Teletalk Bangladesh Limited;
- ৬। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৭। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৮। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৯। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;
- ১০। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১১। Mr. Ahsan Habib, Manager (Planning & Implementation), Teletalk Bangladesh Limited;
- ১২। Mr. Md. Ferdous Wahid, Manager, Planning & Implementation, Teletalk Bangladesh Limited;
- ১৩। Mrs. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১৪। Mrs. Sabrina Tania, Asst Manager (Admin), Teletalk Bangladesh Limited এবং
- ১৫। Office copy।



২৪-০৩-২০২৪

Shirin Akther  
Addl General Manager (Addl  
Charge )