



(একই তারিখ ও স্মারকে প্রতিস্থাপিত)
Teletalk Bangladesh Limited
State-owned mobile network operator
Administration Department
RAJUK Commercial Complex, Gulshan-1,
Dhaka
www.teletalk.com.bd



Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.২৩৮

Date: ১৭ চৈত্র ১৪৩২ বঙ্গাব্দ
৩১ মার্চ ২০২৬ খ্রিস্টাব্দ

Office order

Mr. Md. Al Mamun Biswas (Employee ID-1210067 & Valid passport No-A01907594), Deputy Manager, System Operations (Dhaka) Department has been granted Annual Leave (Ex-Bangladesh) to travel to Saudi Arabia to perform the Holy Hajj for a period of 50 (Fifty) days from 19 April 2026 to 07 June 2026, or from the date of availing the leave, subject to the following terms and 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 50 (Fifty) 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 20 May 2026, this order will be considered cancelled.

Mr. Md. Al Mamun Biswas will be released from his post after handing over his responsibilities to Mr. Md. Tawhidul Islam (Employee ID-1210280), Manager, System Operations (Dhaka) Department. Mr. Md. Tawhidul Islam will look after the charge in addition to his own duties.

Upon completion of his leave, Mr. Md. Al Mamun Biswas 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.

০১-০৪-২০২৬

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

১৭ চৈত্র ১৪৩২ বঙ্গাব্দ

Date: ৩১ মার্চ ২০২৬ খ্রিস্টাব্দ

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.২৩৮/১ (১৩)

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 (System Operations, Dhaka), Office of System Operations (Dhaka), Teletalk Bangladesh Limited.
5. General Manager (Finance and Accounts), Finance and Accounts Department, Teletalk Bangladesh Limited.
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. Md. Tawhidul Islam, Manager, System Operations (Dhaka), Teletalk Bangladesh Limited.
10. Mr. Al Mamun Biswas, Deputy Manager, System Operations(Dhaka), Teletalk Bangladesh Limited.
11. Mrs. Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Limited.
12. Mrs. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Limited and
13. Office copy.



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

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Md. Humayun Kabir
Deputy General Manager (Admin)