



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৫৮৫

Date: ১৩ জ্যৈষ্ঠ ১৪৩১ বঙ্গাব্দ
২৭ মে ২০২৪ খ্রিস্টাব্দ

Office order

Mr. Md. Anisur Rahman (Employee ID-1210105 & Valid passport No-A12983725), Manager, Digital Services 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 01 June 2024 to 20 July 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 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.

Mr. Md. Anisur Rahman will be released from his post after handing over his responsibility to Mr. Mohammad Shahidul Haque (1210461), Manager, Digital Services Department and Mr. Mohammad Shahidul Haque will look after the charge in addition to his main responsibility. Md. Anisur Rahman will join his own post after availing of the leave and send a report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of his passport through the proper channel.

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

২৭-০৫-২০২৪

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

Number:

Date: ১৩ জ্যৈষ্ঠ ১৪৩১ বঙ্গাব্দ
২৭ মে 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। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৩। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৪। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৫। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
- ৬। General Manager, IT & Billing Department, Teletalk Bangladesh Ltd;
- ৭। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৮। General Manager (Addl Charge), Digital Services Dept, Teletalk Bangladesh Ltd. ;
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১০। Mr. Md. Anisur Rahman, Manager, Digital Services Dept, Teletalk Bangladesh Ltd;
- ১১। Mr. Mohammad Shahidul Haque, Manager, Digital Services Dept, Teletalk Bangladesh Ltd;
- ১২। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১৩। Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd এবং
- ১৪। Office copy।



A rectangular box containing a handwritten signature in blue ink, which appears to read "Shirin Akther".

২৮-০৫-২০২৪

Shirin Akther
Addl General Manager (Addl
Charge)