



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৬৭

Date: ২৫ মাঘ ১৪৩০ বঙ্গাব্দ
০৮ ফেব্রুয়ারি ২০২৪ খ্রিস্টাব্দ

Office order

Mr. Md. Billal Hossain (Employee ID-1210052 & Valid Passport No-A00060366), Driver, Admin Department has been granted Annual Leave (Ex-Bangladesh) to travel Saudi Arabia for the purpose Holy Umrah for a period of 15 (Fifteen) days from 28 February 2024 to 13 March 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 15 (Fifteen) 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. Billal Hossain will be released from his post after handing over his responsibility to Mr. Md. Sarower Hossain, Driver, Admin Dept. He 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 relevant pages (with arrival & departure seal) of his passport through the proper channel. Mr. Md. Sarower Hossain will look after the charge in addition of his main responsibility.

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

০৮-০২-২০২৪

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

Number:

Date: ২৫ মাঘ ১৪৩০ বঙ্গাব্দ
০৮ ফেব্রুয়ারি 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। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৪। General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the profile);
- ৫। General Manager (Admin), Teletalk Bangladesh Limited;
- ৬। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৭। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৮। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১০। Mr Hasnain Ahmed, Asstt Manager (Admin), Teletalk Bangladesh Limited;
- ১১। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১২। Mr. Md. Billal Hossain (Driver), Admin Department, TBL এবং
- ১৩। Office copy।



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

০৮-০২-২০২৪

Shirin Akther
Addl General Manager (Addl
Charge)