



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



২৬ ফাল্গুন ১৪৩১ বঙ্গাব্দ  
Date: ১১ মার্চ ২০২৫ খ্রিস্টাব্দ

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.২৮০

### Office order

Mr. Md. Fajj Ullah (Employee ID-1210494 & Valid passport No- A03895959), Deputy Manager, Digital Services Department has been granted Annual Leave (Ex-Bangladesh) to travel Saudi Arabia to perform the Holy Ummrah Hajj for a period of 22 (Twenty) days from 06 April 2025 to 27 April 2025 or from the date of availing the leave under the 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 22 (Twenty) 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. Fajj Ullah will be released from his post after handing over his responsibility to Mr. Md. Abdullah Al Mamun (Employee ID-1210720), Assistant Manager, Digital Services Department. Mr. Md. Abdullah Al Mamun will look after the charge in addition to his main responsibility. Mr. Md. Fajj Ullah 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 proper channel.

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

১১-০৩-২০২৫  
Ahammed Ullah  
General Manager (Admin)  
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.২৮০/১ (১৩)

২৬ ফাল্গুন ১৪৩১ বঙ্গাব্দ  
Date: ১১ মার্চ ২০২৫ খ্রিস্টাব্দ

**Copy sent for information/notification and necessary 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। General Manager, Finance & Accounts, Teletalk Bangladesh Limited।  
৫। General Manager, Digital Services Department, Teletalk Bangladesh Limited (Addl Charge ),  
Teletalk Bangladesh Ltd।  
৬। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.।  
৭। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.।  
৮। PS to Managing Director, TBL (For kind information to Managing Director, TBL).।  
৯। Mr Md Faj Ullah, Dy Manager, Digital Services Dept, Teletalk Bangladesh Ltd।  
১০। Mr Md Abdullah Al Mamun, Asstt Manager, Digital Services Dept, Teletalk Bangladesh Ltd।  
১১। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd।  
১২। Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd।  
১৩। Office copy।



A handwritten signature in black ink, appearing to read 'Humayun Kabir'.

১১-০৩-২০২৫

Md. Humayun Kabir  
Dy General Manager (Admin)