



Teletalk Bangladesh Limited  
State-Owned Mobile Network  
Operator  
Administration Department  
Rajuk Commercial Complex, Gulshan-1,  
Dhaka  
www.teletalk.com.bd



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৬২

Date: ২৯ পৌষ ১৪৩০ বঙ্গাব্দ  
১৩ জানুয়ারি ২০২৪ খ্রিস্টাব্দ

### Office order

Mr. Md. Fazley Rabbi (Employee ID-1210359 & Valid Passport No-A01198347), Deputy Manager of Sales & Marketing Department has been granted annual leave (Ex-Bangladesh) to travel India for the purpose of her wife's treatment for a period of 11 (Eleven) days from 21 January 2024 to 31 January 2024 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 at abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. Leave of 11 (Eleven) 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 prescribed form should be sent to all concerns of TBL.

Mr. Md. Fazley Rabbi will be released from his post after handing over his responsibility to Mr. Md. Mahfuzur Rahman Sumon (1210089), Assistant Manager, Sales & Marketing Department. Md. Mahfuzur Rahman Sumon will look after the charge in addition to his main responsibility. He will join his own post after availing the leave and send 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 letter is issued with the approval of the Managing Director, Teletalk Bangladesh Limited.

১৩-০১-২০২৪

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

Number:

Date: ২৯ পৌষ ১৪৩০ বঙ্গাব্দ  
১৩ জানুয়ারি 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 (IT & Billing), Teletalk Bangladesh Limited (For updating the User Id & Others Profile as applicable of Two Officers);
- ৪। General Manager (Sales & Marketing), Teletalk Bangladesh Ltd;
- ৫। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৬। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৭। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৮। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১০। Mr. Md. Fazley Rabbi, Dy Manager, Sales & Marketing Dept, Teletalk Bangladesh Ltd;
- ১১। Mr. Md. Mahfuzur Rahman Sumon, Assistant Manager, Sales & Marketing Department;
- ১২। Mr Hasnain Ahmed, Asstt Manager (Admin), Teletalk Bangladesh Limited;
- ১৩। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৪। Office copy।



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

১৪-০১-২০২৪

Shirin Akther  
Addl General Manager (Addl  
Charge)