



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৬৬৬

Date: ২৩ জ্যৈষ্ঠ ১৪৩১ বঙ্গাব্দ
০৬ জুন ২০২৪ খ্রিস্টাব্দ

Office order

Mr. Md. Hasan Shahriar (Employee ID-1210437 & Valid passport No-EE0537031), Deputy Manager, Sales, and Marketing Department has been granted Annual Leave (Ex-Bangladesh) to travel to India for the purpose of treatment of his wife for 27 (Twenty Seven) days from 19 June 2024 to 15 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 27 (Twenty-Seven) 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. Hasan Shahriar will be released from his post after handing over his responsibility to Mr. Md. Mahfuzur Rahman Sumon (1210089), Assistant Manager, Sales and Marketing Department. Mr. Md. Mahfuzur Rahman Sumon will look after the charge in addition to his main responsibilities. Md. Hasan Shahria 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 the 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.

০৬-০৬-২০২৪

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

Number:

Date: ২৩ জ্যৈষ্ঠ ১৪৩১ বঙ্গাব্দ
০৬ জুন 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 user Id & other profile of the said officers);
- ৫। General Manager (Sales & Marketing), Teletalk Bangladesh Limited;
- 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. Hasan Shahriar, Dy Manager , Sales & Marketing, Teletalk Bangladesh Limited;
- ১১। Mr. Md. Mahfuzur Rahman Sumon, Asstt Manager, Sales & Marketing , Teletalk Bangladesh Limited;
- ১২। Mrs. Sabrina Tania, AM (Admin), Admin department, TBL;
- ১৩। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৪। Office copy।



Shirin Akther

০৭-০৬-২০২৪

Shirin Akther
Addl General Manager (Addl
Charge)