



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৫৭৯

Date: ১০ জ্যৈষ্ঠ ১৪৩১ বঙ্গাব্দ
২৪ মে ২০২৪ খ্রিস্টাব্দ

Office order

Mr. Md. Jahidur Rahman (Employee ID-1210605 & Valid Passport No- B00094582), Manager, Digital Services Department has been granted annual leave (Ex-Bangladesh) to travel to France for the purpose of his wife's treatment for a period of 20 (Twenty) days from 16 July 2024 to 04 August 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 abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. Leave of 20 (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 prescribed form should be sent to all concerns of TBL.

Mr. Md. Jahidur Rahman will be released from his post after handing over his responsibility to Mr. S. M. Musanna Habib (1210613), Manager, Digital Services Department and Mr. S. M. Musanna Habib will look after the charge in addition to his main responsibility. He 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.

২৪-০৫-২০২৪
Ahammed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৫৭৯/১ (১৫)

Date: ১০ জ্যৈষ্ঠ ১৪৩১ বঙ্গাব্দ
২৪ মে ২০২৪ খ্রিস্টাব্দ

Copy sent for information and necessary (where applicable) action

(not in order of seniority):

- ১। Chairman, Teletalk Bangladesh Limited & Secretary, Post and Telecommunication Department, MOPTIT;
- ২। Director General, Passport & Immigration, Agargaon, Dhaka;
- ৩। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka;
- ৪। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৫। General Manager, Finance & Accounts Department, Teletalk Bangladesh Limited;
- ৬। General Manager, IT & Biling Department, Teletalk Bangladesh Ltd. (Requesting for updating D-Nothi and other profiles);
- ৭। General Manager (Addl Charge), Digital Services Dept, Teletalk Bangladesh Ltd, ;
- ৮। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka;
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১০। Mr. Md. Jahidur Rahman, Manager, Digital Services Department, Teletalk Bangladesh Ltd;
- ১১। Mr. S. M. Musanna Habib, Manager, Digital Services Department, Teletalk Bangladesh Ltd;
- ১২। Mr. Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd;
- ১৩। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১৪। Personal file এবং
- ১৫। Office copy।



২৬-০৫-২০২৪

Shirin Akther

Addl General Manager (Addl Charge)