



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



Date: ২৮ কার্তিক ১৪৩২ বঙ্গাব্দ
১৩ নভেম্বর ২০২৫ খ্রিস্টাব্দ

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.১২৪৪

Office order

Mr. Md. Nazrul Islam (Employee ID: 1210194, Valid Passport No: A12441652), Manager, System Operations (Dhaka) Department, has been granted Annual Leave (Ex-Bangladesh) to travel to Saudi Arabia for performing the Holy Umrah Hajj for a period of 21 (Twenty-One) days from 14 December 2025 to 03 January 2026, or from the date of availing the leave, under the following terms and 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 21 (Twenty-One) 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 and take-over report in the prescribed form must be sent to all concerned of TBL.
7. If this leave is not availed by 3 February 2026, this order will be considered cancelled.

Mr. Md. Nazrul Islam will be released from his post after handing over his responsibilities to Mr. Md. Aminul Islam (Employee ID: 1210464), Deputy Manager, System Operations (Dhaka) Department. Mr. Md. Aminul Islam will look after the charge in addition to his own duties.

Upon completion of his leave, Mr. Md. Nazrul Islam must resume all his responsibilities in his own post and submit his joining report to the Admin Department of TBL along with photocopies of the relevant passport pages (with arrival and departure seals) through the proper channel.

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

১৩-১১-২০২৫

Md. Ruhul Quddus
General Manager (Admin)
ruhul.quddus@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.১২৪৪/১ (১৩)

Date: ২৮ কার্তিক ১৪৩২ বঙ্গাব্দ
১৩ নভেম্বর ২০২৫ খ্রিস্টাব্দ

Copy sent for information and necessary (where applicable) action to (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 Dept, Teletalk Bangladesh Limited।
- ৫। General Manager, System Operation (Dhaka), Teletalk Bangladesh Limited।
- ৬। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;।
- ৭। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;।
- ৮। Private Secretary, Office of the Managing Director, Teletalk Bangladesh Limited।
- ৯। Md. Nazrul Islam, Manager, System Operations(Dhaka), Teletalk Bangladesh Limited।
- ১০। Md. Aminul Islam, Deputy Manager, System Operations(Dhaka), Teletalk Bangladesh Limited।
- ১১। Mrs. Sabrina Tania, Asstt Manager, Admin Department, Teletalk Bangladesh Limited।
- ১২। Mrs Sadia Nawreen, Asstt Manager, Admin Department, Teletalk Bangladesh Limited।
- ১৩। ., Office Copy।



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

১৩-১১-২০২৫

Md. Humayun Kabir
Dy General Manager (Admin)