



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



Date: ১৮ আশ্বিন ১৪৩০ বঙ্গাব্দ
০৩ অক্টোবর ২০২৩ খ্রিস্টাব্দ

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৬০৮

Office order

As per Government Order Number-14.00.0000.008.08.002.19.1200; Date: 12.09.2023 the following officer deputed at Teletalk Bangladesh Limited has been granted Earned leave (Ex-Bangladesh) to travel to United States of America (USA) for the purpose of his treatment purpose for a period of 17 (Seventeen) days from 06 October 2023 to 22 October 2023 or from the date of availing leave.

Sl. No.	Name & Designation	Granted Leave
01.	Mr. Md. Shariful Islam Divisional Engineer Department of Telecommunications On Deputation at Teletalk Bangladesh Limited as Additional General Manager (Procurement) ID: 2210080, Passport No.: A00403366, Mobile: 01550155044, Email: md.shariful@teletalk.com.bd	Earned Leave (Ex-Bangladesh) for a period of 17 (Seventeen) Days from 06 October 2023 to 22 October 2023

2. The terms and conditions are mentioned below:

- This approval is applicable for single trip only;
- The expenditure relevant to this personal visit will be borne by himself;
- Under no condition, leave will be extended;
- He will draw his usual pay and allowances from Bangladesh in local currency;
- He must return to the country within the stipulated time limit & join his office.

3. Mr. Md. Shariful Islam will be released from his own post after handing over the charge of Procurement Department to Mr. Md. Ashrafuzzaman, Additional General Manager, Planning & Implementation Department. Mr. Ashrafuzzaman will look after the charge in addition of his main responsibility & other additional responsibilities assigned upon him.

4. Mr. Md. Shariful Islam will handover his additional responsibilities of IT & Billing Department & Corporate Strategy Department to Mr. Biswambhar Gayen, Additional General Manager, Audit Department. Mr. Biswambhar Gayen will look after the charge

in addition to his main responsibility & other additional responsibilities assigned upon him.

5. A charge hand over and take over report in prescribed form should send to all concerns of TBL.

This order has been issued with the approval of Managing Director, Teletalk Bangladesh Limited.



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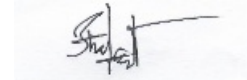
Ahammed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৬০৮/১ (১৪)

Date: ১৮ আশ্বিন ১৪৩০ বঙ্গাব্দ
০৩ অক্টোবর ২০২৩ খ্রিস্টাব্দ

**Copy sent for information and necessary (where applicable) action
(not in order of seniority):**

- ১। Posts and Telecommunications Division, Ministry of Posts, Telecommunications and Information Technology, Bangladesh Secretariat Building, Dhaka-1000.;
- ২। Department of Telecommunications, 423-428 Tejgaon Industrial Area, Dhaka.;
- ৩। Department of Immigration & Passports, Agargaon, Dhaka.;
- ৪। Hazrat Shahjalal International Airport, Dhaka.;
- ৫। Bangladesh Bank, Head Office, Dhaka;
- ৬। Segunbagicha, Dhaka.;
- ৭। Hazrat Shahjalal International Airport, Dhaka.;
- ৮। General Manager (Finance & Accounts), Teletalk Bangladesh Limited;
- ৯। Addl General Manager, Procurement Department, Teletalk Bangladesh Limited;
- ১০। Additional General Manager , Planning & Implementation Department, Teletalk Bangladesh Limited;
- ১১। Addl General Manager , Audit Department, Teletalk Bangladesh Limited;
- ১২। Managing Director, Teletalk Bangladesh Limited.;
- ১৩। Asstt Manager , Admin Department, Teletalk Bangladesh Limited (For Pay & Allowances Issue) এবং
- ১৪। Asstt Manager , Admin Department, Teletalk Bangladesh Limited (For Attendance Issue)।



০৩-১০-২০২৩

Shafayetuzzaman Hasbi
Manager (Admin)