



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৭১২

Date: ৩০ জ্যৈষ্ঠ ১৪৩১ বঙ্গাব্দ  
১৩ জুন ২০২৪ খ্রিস্টাব্দ

### Office order

Mr. Md. Zahid Ansari (Employee ID-1210391 & Valid passport No-A02514368), Senior Manager, Sales and Marketing Department has been granted Annual Leave (Ex-Bangladesh) to travel Maldives for the purpose of his treatment for a period of 06 (Six) days from 24 June 2024 to 29 June 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 06 (Six) 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. Zahid Ansari will be released from his post after handing over his responsibility to Mr. Kazi Asibur Rahman (1210454), Deputy Manager, Sales and Marketing Department and Mr. Kazi Asibur Rahman will look after the charge in addition to his main responsibility. Mr. Md. Zahid Ansari 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 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.

১৩-০৬-২০২৪  
Ahammed Ullah  
General Manager (Admin)  
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৭১২/১ (১৪)

Date: ৩০ জ্যৈষ্ঠ ১৪৩১ বঙ্গাব্দ  
১৩ 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। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৪। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৫। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;
- ৬। General Manager, IT & Billing Department, Teletalk Bangladesh Ltd;
- ৭। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৮। General Manager, Sales & Marketing, Teletalk Bangladesh Ltd;
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১০। Mr. Md. Zahid Ansari, Sr Manager, Sales & Marketing Dept, Teletalk Bangladesh Ltd;
- ১১। Mr. Kazi Asibur Rahman, Dy Manager, Sales & Marketing Dept, Teletalk Bangladesh Ltd;
- ১২। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১৩। Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd এবং
- ১৪। Office copy।



A handwritten signature in black ink, appearing to read 'Humayun Kabir', located on the right side of the page.

১০-০৬-২০২৪

Md. Humayun Kabir  
Dy General Manager (Admin)