



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৬৭২

Date: ২৪ জ্যৈষ্ঠ ১৪৩১ বঙ্গাব্দ
০৭ জুন ২০২৪ খ্রিস্টাব্দ

Office order

Mr. Mohammad Shahnewaz (Employee ID-1210343 & Valid passport No-A02213366), Senior Manager, System Operations (Dhaka) Department has been granted Annual Leave (Ex-Bangladesh) to travel to India for the purpose of his treatment for a period of 15 (Fifteen) days from 23 June 2024 to 07 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 15 (Fifteen) 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. Mohammad Shahnewaz will be released from his post after handing over his responsibility to Mr. SM Abul Hasnat (1210628), Manager, System Operations (Dhaka) Department and Mr. SM Abul Hasnat will look after the charge in addition to his main responsibility. Mohammad Shahnewaz 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.

০৭-০৬-২০২৪

Ahmed Ullah

General Manager (Admin)

ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৬৭২/১ (১৪)

Date: ২৪ জ্যৈষ্ঠ ১৪৩১ বঙ্গাব্দ
০৭ জুন ২০২৪ খ্রিস্টাব্দ

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

1. Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited);

2. Director General, Passport & Immigration, Agargaon, Dhaka.;
3. Director, Hazrat Shahjalal International Airport, Dhaka;
4. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
6. General Manager (System Operations, Dhaka), Office of System Operations (Dhaka), Teletalk Bangladesh Limited;
7. General Manager, IT & Billing Department, Teletalk Bangladesh Ltd;
8. General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
9. PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
10. Mohammad Shahnewaz, Senior Manager (System Operations, Dhaka), Office of System Operations (Dhaka), Teletalk Bangladesh Limited;
11. S. M. Abul Hasnat, Manager (System Operations, Dhaka), Office of System Operations (Dhaka), Teletalk Bangladesh Limited;
12. Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
13. Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd and
14. Office copy.



A rectangular box containing a handwritten signature in blue ink, which appears to read "Shirin Akther".

০৬-০৬-২০২৪

Shirin Akther
Addl General Manager (Addl
Charge)