



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৪০৯

Date: ৪ বৈশাখ ১৪৩১ বঙ্গাব্দ
১৭ এপ্রিল ২০২৪ খ্রিস্টাব্দ

Office order

Mr. Mohammad Shamimul Islam (Employee ID-1210431 & Valid passport No-A13125086), Manager, Finance & Accounts Department has been granted Annual Leave (Ex-Bangladesh) to travel to Saudi Arabia to perform the Holy Umrah Hajj for 15 (Fifteen) days from 23 April 2024 to 07 May 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 Shamimul Islam will be released from his post on local arrangements. He will join his own post after availing of the leave and send the 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.

১৭-০৪-২০২৪

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৪০৯/১ (১২)

Date: ৪ বৈশাখ ১৪৩১ বঙ্গাব্দ
১৭ এপ্রিল 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। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;

৫। General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & other profile of the said officers);

৬। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;

৭। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;

৮। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;

৯। Manager (Finance & Accounts), Teletalk Bangladesh Limited;

১০। Mrs. Sabrina Tania, AM (Admin), Admin department, TBL.;

১১। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং

১২। Office copy।



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

১৭-০৪-২০২৪

Md. Humayun Kabir
Dy General Manager (Admin)