



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



Date: ৪ চৈত্র ১৪৩১ বঙ্গাব্দ
১৮ মার্চ ২০২৫ খ্রিস্টাব্দ

Number: ১৪.৩৫.০০০০.০০০.০২০.১৯.০০৬৪.২২.৩২৭

Office order

As per PTD Order Number-14.00.0000.008.08.020.19.19; Dated:26.01.2025 the following officer deputed at Teletalk Bangladesh limited as Additional General Manager, Procurement Department (Main Charge) and Corporate Strategy Department (Additional Charge) and Deputy Project Director, DC Power Backup Project, TBL (Additional Charge) has been granted rest and recreation leave from 17 March, 2025 or from the date of availing the leave and equivalent 01 (one) month of basic pay as mentioned below. Consecutively his granted rest and recreation leave has been converted to Ex-Bangladesh leave to visit United States of America for personal and family purpose from 17 March, 2025 to 31 March, 2025 or 15 (Fifteen) days from the date of enjoining leave vide Government Order Number-14.00.0000.000.008.08.002.25-31; Date: 16.03.2025.

As per his application, Teletalk Bangladesh Limited has permitted to avail leave from 20 March, 2025 to 03 April, 2025 total 15 (Fifteen) days.

Sl. No.	Name, Designation & Other Information	Current Basic Salary	Granted Leave
01.	Mr. Mohammad Shariful Islam Divisional Engineer Department of Telecommunications On Deputation at Teletalk Bangladesh Limited as Additional General Manager (Procurement) (Main Responsibility) and Corporate Strategy Department (Additional Responsibility) and Deputy Project Director, DC Power Backup Project, TBL (Additional Responsibility). ID: 2210080, Passport No.: A00403366, Mobile: 01550155044, Email: md.shariful@teletalk.com.bd	Tk.69,850/- (Tk. Sixty-nine thousand eight hundred fifty only)	Rest and Recreation leave has been converted to (Ex-Bangladesh) for 15 (Fifteen) Days from 20 March, 2025 to 03 April, 2025.

2. The terms and conditions are mentioned below:

- This approval is applicable for single trip only;
- The expenditure relevant to this visit will be borne by himself;
- 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 the office.
- A charge handover and take-over report in the prescribed form should be sent to all concerns of TBL.

Mr. Mohammad Shariful Islam will be released from Additional General Manager, Procurement Department (Main Responsibility) and Corporate Strategy Department (Additional Responsibility) & Deputy Project Director, DC Power Backup Project, TBL (Additional Responsibility) to Mr. Md. Aminur Rahman, Additional General Manager, System Operations (Dhaka) Department. Mr. Md. Aminur Rahman will look after all responsibilities in addition to all his own responsibilities.

Mr. Mohammad Shariful Islam will also hand over the additional responsibility of the Company Secretary post to Mr. Muhammad Monsur Rahman , Additional General Manager, IT & Billing Department (Main Responsibility) and System Operations (Dhaka) Department (Additional Responsibility) which he is currently performing as an additional responsibility due to Earned Leave (Ex-Bangladesh) of Mrs. Shirin Akhter, Additional General Manager. Mrs. Shirin Akhter will take over the responsibility of the Company Secretary post from Mr. Muhammad Monsur Rahman after her completion of leave. Mr. Muhammad Monsur Rahman will look after the responsibility in addition to all his other responsibilities. Mr. Mohammad Shariful Islam will join his own post and resume his all responsibilities after availing of leave.

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

All attachments:

(১) জনাব শিরিন আক্তার এর বহিঃবাংলাদেশ ছুটি বিষয়ক পত্র



১৮-০৩-২০২৫
Ahmed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০০০.০২০.১৯.০০৬৪.২২.৩২৭/১ (১৪)

Date: ৪ চৈত্র ১৪৩১ বঙ্গাব্দ
১৮ মার্চ ২০২৫ খ্রিস্টাব্দ

Copy sent for information/notification and necessary action (not in order of seniority) :

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, Teletalk Bangladesh Limited).
2. Director General, Passport & Immigration, Agargaon, Dhaka.
3. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
4. Director, Hazrat Shahjalal International Airport, Dhaka.
5. General Manager (Finance & Accounts), Teletalk Bangladesh Limited, .
6. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
7. Chief Accounts and Finance Officer, (Telephone & Telegraph) Segunbagicha, Dhaka.
8. Mr. Md. Shariful Islam, Additional General Manager, Purchasing Department, Teletalk Bangladesh Limited.

9. Mr. Md. Aminur Rahman, Additional General Manager (System Operations, Dhaka), Office of System Operations (Dhaka), Teletalk Bangladesh Limited.
10. Mr. Muhammad Mansur Rahman, Additional General Manager (IT & Billing), IT & Billing Department, Teletalk Bangladesh Limited.
11. PS to Manager Director (Addl Charge), Teletalk Bangladesh Limited.
12. Mrs Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Limited.
13. Mrs. Sadia Nawreen, Asstt Manager, Admin Dept, Teletalk Bangladesh Limited.
14. Office Copy.



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

১৮-০৩-২০২৫

Md. Humayun Kabir
Dy General Manager (Admin)