



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৭২৩

Date: ২৩ কার্তিক ১৪৩০ বঙ্গাব্দ  
০৮ নভেম্বর ২০২৩ খ্রিস্টাব্দ

### Office order

Mr. Nafeez Imtiaz Shams (Employee ID-1210423 & valid passport no-B00039992), Deputy Manager of Marketing & VAS Department has been granted annual leave (Ex-Bangladesh) to travel to Thailand for the purpose of his wife's treatment for a period of 07 ( seven) days from 14 December, 2023 to 20 December, 2023 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 in abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. Leave of 07 (seven) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to this leave.
6. He will be released from his post on local arrangements.
7. A charge handover & take over report in prescribed form should be sent to all concerns of TBL.

Mr. Nafeez Imtiaz Shams will be released from his post after handing over the charge to Mr. Muhammad Al-Hasan, Assistant Manager, Marketing & VAS Department. Mr. Muhammad Al-Hasan will look after the charge in addition to his main responsibilities. He will join his own post after availing the leave and report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of his passport.

This office order is issued with the approval of the Managing Director, Teletalk Bangladesh Limited.

০৮-১১-২০২৩

Ahmed Ullah

General Manager (Admin)

ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৭২৩/১ (১৩)

Date: ২৩ কার্তিক ১৪৩০ বঙ্গাব্দ  
০৮ নভেম্বর ২০২৩ খ্রিস্টাব্দ

Copy sent for information and necessary (where applicable) 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. Director, Hazrat Shahjalal International Airport, Dhaka.;
4. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
5. Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;
6. General Manager, Finance & Accounts, TBL.;
7. General Manager (Marketing & VAS), Department of Marketing & VAS, Teletalk Bangladesh Limited;
8. PS to Managing Director, TBL (For kind information, Managing Director, TBL).;
9. Mr. Nafiz Imtiaz Shams, Deputy Manager (Marketing & VAS), Department of Marketing & VAS, Teletalk Bangladesh Limited;
10. Mr. Md. Al-Hasan, Assistant Manager, Department of Marketing and Sales, Teletalk Bangladesh Limited;
11. Mr. Hasnain Ahmed, Assistant-Manager, Department of Administration, Teletalk Bangladesh Limited;
12. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd and
13. Office copy,



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

০৮-১১-২০২০

Shirin Akther

Addl General Manager (Admin)