



Teletalk Bangladesh Limited  
(A State-Owned Mobile Network Operator)  
House-3/A, 5/A, 7/A, Road-17



Rajuk Commercial Complex, Gulshan-1, Dhaka-1212  
www.teletalk.com.bd

Seek  
Attention  
Limited

Record Number: 14.35.0000.020.08.001.20.275

Date: 2/3/2023

**Subject: Permission for availing of Annual Leave (Ex-Bangladesh)**

Mr. Rayhan Uddin (Employee ID-1220266 & valid passport no-BX0032738), Assistant Manager of Sales, Distribution & CRM Department has been granted Annual leave (Ex-Bangladesh) to travel to India regarding his treatment purposes for a period of 15 (fifteen) days from 12 March 2023 to 26 March 2023 or from availing the leave under following 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 annual leave.

Mr. Rayhan Uddin will be released from his post after handing over the charge to Mr. Md. Alamgir Hossain, Assistant Manager of Sales, Distribution & CRM Department. He will join his own post after availing of 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 letter is issued with the approval of the Managing Director, Teletalk Bangladesh Limited.

14-03-2023

Ahammed Ullah  
General Manager (Admin)  
Phone: 02-222291060  
Fax: 02-222282828  
Email:

Record Number:

Date: 2/3/2023

14.35.0000.020.08.001.20.275/1(13)

Copy for Kind Information and Necessary Action,

- 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 Shahjalal International Airport, Dhaka.
- 6) General Manager (IT & Billing), IT & Billing, Teletalk Bangladesh Limited
- 7) General Manager (S&D and CRM), Teletalk Bangladesh Limited
- 8) General Manager (Finance and Accounts), Teletalk Bangladesh Limited
- 9) PS to Managing Director, Office of the Managing Director, Teletalk Bangladesh Limited (For kind information, Managing Director, TBL).
- 10) Rayhan Uddin, Assistant Manager, Teletalk Bangladesh Limited
- 11) Md. Alamgir Hossain, Assistant Manager, Teletalk Bangladesh Limited
- 12) Personal copy
- 13) Office Copy



14-03-2023

Ahammed Ullah  
General Manager (Admin)