



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



Date: ৭ বৈশাখ ১৪৩৩ বঙ্গাব্দ
২০ এপ্রিল ২০২৬ খ্রিস্টাব্দ

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.৩১৩

Office order

Mr. Rokan Mahmood (Employee ID-1210485 & Valid passport No-A02933789), Deputy Manager, Finance & Accounts Department has been granted Annual Leave (Ex-Bangladesh) to travel to Saudi Arabia to perform the Holy Hajj for a period of 45 (Forty-five) days from 10 May 2026 to 23 June 2026, or from the date of availing the leave, subject to the following terms and 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 45 (Forty-Five) 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.
7. If this leave is not availed by 25 May 2026, this order will be considered cancelled.

Mr. Rokan Mahmood will be released from his post after handing over his responsibilities to Mr. Md. Shahjahan (Employee ID-1210181), Senior Manager, Finance & Accounts Department. Mr. Md. Shahjahan will look after the charge in addition to his own duties.

Upon completion of his leave, Mr. Rokan Mahmood must resume all his responsibilities in his own post and submit his joining report to the Admin Department of TBL along with photocopies of the relevant passport pages (with arrival and departure seals) through the proper channel.

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

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Md. Ruhul Quddus
General Manager (Administration)
Email: ruhul.quddus@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.৩১৩/১ (১৩)

Date: ৭ বৈশাখ ১৪৩৩ বঙ্গাব্দ
২০ এপ্রিল ২০২৬ খ্রিস্টাব্দ

Copy sent for information and necessary (where applicable) action to (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. General Manager, Finance & Accounts Dept, Teletalk Bangladesh Limited.
5. General Manager (IT & Billing), IT & Billing Department, Teletalk Bangladesh Limited.
6. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
7. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
8. Private Secretary, Office of the Managing Director, Teletalk Bangladesh Limited.
9. Mr. Md. Shahjahan, Senior Manager (Finance and Accounts), Finance and Accounts Department, Teletalk Bangladesh Limited.
10. Mr. Rokon Mahmud, Deputy Manager (Finance and Accounts), Finance and Accounts Department, Teletalk Bangladesh Limited.
11. Mrs. Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Limited.
12. Mrs. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Limited and
13. Office Copy, ..



A handwritten signature in black ink, appearing to read 'Humayun', located to the right of the QR code.

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Md. Humayun Kabir
Dy General Manager (Admin)