



Teletalk Bangladesh Limited
A State-owned Mobile Network Operator
Administration Department
Rajuk Commercial Complex, Gulshan-1,
Dhaka.
www.teletalk.com.bd



Record Number: 14.35.0000.020.08.001.23.390

Date: 09/04/2024

Office Order

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

As per the decision of 231st BoD meeting of Teletalk Bangladesh Limited (TBL) & application for availing leave, Mr. Sandip Kumar Biswas (Employee ID-122712 & Passport No-A11389206), Additional General Manager, System Operations (Dhaka) Department has been granted Annual Leave (Ex Bangladesh) to travel to India for the purpose of his wife's treatment for a period of 20 (Twenty) days from 11 April 2024 to 30 April 2024 (including travel time) or from the actual date of availing the leave as per 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 20 (Twenty) 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 prescribed form should be sent to all concerns of TBL.

Mr. Sandip Kumar Biswas will be released from his posts on local arrangements. 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 to this office through the proper channel.

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

09-04-2024

Ahammed Ullah

General Manager (Admin)

ahammed.ullah@teletalk.com.bd

Record Number: 14.35.0000.020.08.001.23.390/1 (12)

Date: 09/04/2024

(Not in the order of

Copy for Kind Information and Necessary Actions seniority)

:

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn; Company Secretary, Teletalk Bangladesh Limited);;
2. General Manager (System Operation), Office of the System Operations (Dhaka), Teletalk Bangladesh Limited;
3. General Manager (Finance and Accounts), Office of the Finance & Accounts, Teletalk Bangladesh Limited;

4. Director General, Passport & Immigration, Agargaon, Dhaka;
5. Director, Hazrat Shahajalal International Airpot, Dhaka;
6. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka;
7. Immigration Officer, Hazrat Shahajalal International Airport, Dhaka;
8. Additional General Manager, Office of the System Operations (Dhaka), Teletalk Bangladesh Limited;
9. PS to Managing Director, TBL (for kind information, Managing Director, TBL);
10. Sadia Nawreen, Assistant Manger, Admim, TBL;
11. Sabrina Tania, Assistant Manger, Office of the Admin, Teletalk Bangladesh Limited and
12. Office Copy.



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

09-04-2024

Md. Humayun Kabir
Dy General Manager (Admin)