



Teletalk Bangladesh Limited  
A State-owned Mobile Network Operator  
Office of the Admin  
Rajuk Commercial Complex, Gulshan-1,  
Dhaka.  
www.teletalk.com.bd



**Record Number:** 14.35.0000.000.020.08.0001.20.167

**Date:** 01/03/2026

### Office Order

Mr. Subrata Kumar Saha (Employee ID-1220084 & Valid passport No-A18790742), Assistant Manager, Sales, and Marketing Department has been granted Annual Leave (Ex-Bangladesh) to travel to India for the purpose of his own and his wife's treatment for a period of 90 (Ninety) days from 10 March 2026 to 07 June 2026 or from the date of availing the leave under the following terms & 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 90 (ninety) 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 30 March 2026, this order will be considered cancelled.

Mr. Subrata Kumar Saha will be released from his post after handing over his responsibilities to Ms. Sonia Islam (Employee ID-1110212), Deputy Manager, Sales and Marketing Department. Ms. Sonia Islam will look after the charge in addition to her own duties.

Upon completion of his leave, Mr. Subrata Kumar Saha 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.

01-03-2026

Md. Ruhul Quddus  
General Manager (Admin)  
E-mail :

ruhul.quddus@teletalk.com.bd

**Record Number:** 14.35.0000.000.020.08.0001.20.167/1  
(13)

**Date:** 01/03/2026

**Copy for Kind Information and Necessary Action (Not in the 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. General Manager (Finance and Accounts), Office of the Finance & Accounts, Teletalk Bangladesh Limited;  
ited;
5. General Manager, Department of Sales & Marketing, Teletalk Bangladesh Limited;
6. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka, .,  
;
7. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;, .,  
;
8. Private Secretary, Office of the Managing Director, Teletalk Bangladesh Limited;
9. Ms. Sonia Islam, Deputy Manager, Department of Sales & Marketing, Teletalk Bangladesh Limited;
10. Mr. Subrata Kumar Saha, Assistant Manager, Department of Sales & Marketing, Teletalk Bangladesh Limited;
11. Sabrina Tania, Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited;
12. Sadia Nawreen, Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited and
13. Office Copy, .,  
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A handwritten signature in black ink, appearing to read 'Humayun Kabir'.

01-03-2026

Md. Humayun Kabir  
Deputy General Manager(Admin)