



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৪৮৯

Date: ২৫ বৈশাখ ১৪৩১ বঙ্গাব্দ  
০৮ মে ২০২৪ খ্রিস্টাব্দ

### Office order

Mr. Sujash Chakma (Employee ID-1240417 & Valid Passport No-A15218440), Deputy Manager, Finance & Accounts Department has been granted annual leave (Ex-Bangladesh) to travel to India for the purpose of his Mother's treatment for a period of 15 (Fifteen ) days from 16 May 2024 to 30 May 2024 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 15 (Fifteen) 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. Sujash Chakma will be released from his post on local arrangements. He will join his own post after availing of the leave and send a report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of his passport through the proper channel.

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

০৮-০৫-২০২৪

Ahammed Ullah  
General Manager (Admin)  
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৪৮৯/১ (১১)

Date: ২৫ বৈশাখ ১৪৩১ বঙ্গাব্দ  
০৮ মে ২০২৪ খ্রিস্টাব্দ

Copy sent for information and necessary (where applicable) action (not in order of seniority):

১। Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited);

- ২। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৩। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৪। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৫। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৬। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;
- ৭। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ৮। Mr. Sujash Chakma, Dy Manager (Finance & Accounts), Teletalk Bangladesh Limited;
- ৯। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১০। Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd এবং
- ১১। Office copy।



০৮-০৫-২০২৪

**Shirin Akther**  
Addl General Manager (Addl  
Charge)