



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৮৩৮

Date: ২২ অগ্রহায়ণ ১৪৩০ বঙ্গাব্দ
০৭ ডিসেম্বর ২০২৩ খ্রিস্টাব্দ

Office order

Mrs. Afrin Akhter (Employee ID-1110088 & Valid Passport No-A00573954), Manager of Sales, Distribution & CRM Department has been granted annual leave (Ex-Bangladesh) to travel Thailand for the purpose of her treatment for a period of 17 (Fifteen) days from 09 December 2023 to 25 December 2023 or from the date of availing the leave under following terms & conditions:

1. All costs of the journey will be borne by herself.
2. Any overstay abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. Leave of 17 (Seventeen) 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.

Mrs. Afrin Akhter will be released from her post after handing over her responsibility to Mr. Zahidur Rahman (1210570), Deputy Manager, Sales, Distribution & CRM Department. Mr. Zahidur Rahman will look after her charge in addition to his main responsibility. She will join her own posts after availing the leave and send report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of her passport through proper channel.

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

০৭-১২-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৮৩৮/১ (১৪)

Date: ২২ অগ্রহায়ণ ১৪৩০ বঙ্গাব্দ
০৭ ডিসেম্বর ২০২৩ খ্রিস্টাব্দ

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

- ১। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ২। Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited);
- ৩। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৪। General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & others profile of the said officers);
- ৫। General Manager, Sales, Distribution & CRM, Teletalk Bangladesh Ltd;
- ৬। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৭। Director, Hazrat Shahjalal International Airport, Dhaka.;
- ৮। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১০। Mrs. Afrin Akhter, Manager, Sales, Distribution & CRM Dept, Teletalk Bangladesh Ltd;
- ১১। Mr. Jhahidur Rahman, Dy Manager, Sales, Distribution & CRM Dept, Teletalk Bangladesh Ltd;
- ১২। Mr Hasnain Ahmed, Asstt Manager (Admin), Teletalk Bangladesh Limited;
- ১৩। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৪। Office copy।

