



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৮৫৯

Date: ৩ শ্রাবণ ১৪৩১ বঙ্গাব্দ
১৮ জুলাই ২০২৪ খ্রিস্টাব্দ

Office order

Mrs. Benozir Effat (Employee ID-1110630 & Valid Passport No-B00082065), Manager of the IT & Billing Department has been granted annual leave (Ex-Bangladesh) to travel to the United States of America for the purpose of her daughter's treatment for a period of 24 (Twenty-four) days from 18 August 2024 to 10 September 2024 or from the date of availing the leave under the 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 24 (Twenty-four) days will be adjusted from her 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. Benozir Effat will be released from her post on local arrangements. She will join her 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 her passport through the proper channel.

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

১৮-০৭-২০২৪

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৮৫৯/১ (১২)

Date: ৩ শ্রাবণ ১৪৩১ বঙ্গাব্দ
১৮ জুলাই ২০২৪ খ্রিস্টাব্দ

Copy sent for information and necessary (where applicable) action (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, Teletalk Bangladesh Limited;
5. General Manager, IT & Billing ept, Teletalk Bangladesh Ltd;
6. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
7. Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;
8. PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
9. Manager, IT & Billing Department, Teletalk Bangladesh Limited;
10. Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
11. Sabrina Tania, AM, Admin Department, TBL and
12. Office copy.



A handwritten signature in black ink, appearing to read 'Humayun Kabir'.

১৮-০৭-২০১৪

Md. Humayun Kabir
Dy General Manager (Admin)