



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৮১৮

Date: ১৮ অগ্রহায়ণ ১৪৩০ বঙ্গাব্দ
০৩ ডিসেম্বর ২০২৩ খ্রিস্টাব্দ

Office order

Mrs. Farhana Afroz (Employee ID-1110321 & Valid Passport No-BY0940079), Assistant Manager of Corporate Strategy Department (Main Responsibility) & Audit Department (Additional Responsibility) has been granted annual leave (Ex-Bangladesh) to travel India for the purpose of her treatment for a period of 10 (Ten) days from 12 December 2023 to 21 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 10 (Ten) 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. Farhana Afroz will be released from her post after handing over her main responsibility to Mr. Muhammad Shafkath Hossain (1210386), Deputy Manager, Corporate Strategy Department (Main Responsibility) and Planning & Implementation Department (Additional Responsibility). Mr. Muhammad Shafkath Hossain will look after the charge in addition to his main & additional 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.

০৩-১২-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৮১৮/১ (১৬)

Date: ১৮ অগ্রহায়ণ ১৪৩০ বঙ্গাব্দ
০৩ ডিসেম্বর ২০২৩ খ্রিস্টাব্দ

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

- ১। Director General, Passport & Immigration, Agargaon, Dhaka.;

- ১। Chairman, TBL & Secretary, PTB (Attn: Company Secretary, Teletalk Bangladesh Limited);
- ২। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৩। General Manager (Planning & Implementation), Teletalk Bangladesh Limited;
- ৪। General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & others profile of the said officers);
- ৫। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৬। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৭। Addl General Manager (Audit), Teletalk Bangladesh Limited;
- ৮। Addl General Manager (Corporate Strategy) (Addl Charge), Teletalk Bangladesh Limited;
- ৯। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
- ১০। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১১। Mr. Muhammad Shafkath Hossain, Deputy Manager, Corporate Strategy, Teletalk Bangladesh Limited;
- ১২। Mrs. Farhana Afroz, Assistant Manager of Corporate Strategy, Teletalk Bangladesh Limited;
- ১৩। Mr Hasnain Ahmed, Asstt Manager (Admin), Teletalk Bangladesh Limited;
- ১৪। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৫। Office copy।



A rectangular box containing a handwritten signature in blue ink, which appears to read "Shirin Akther".

০৩-১২-২০২৩

Shirin Akther
Addl General Manager (Admin)