



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০৮৮

Date: ৯ আশ্বিন ১৪৩১ বঙ্গাব্দ
২৪ সেপ্টেম্বর ২০২৪ খ্রিস্টাব্দ

Office order

Mrs. Farhana Afroze (Employee ID-1110152 & Valid passport No-A04099486), Senior Manager, Sales, and Marketing Department has been granted Annual Leave (Ex-Bangladesh) to travel to India for the purpose of her son's treatment for a period of 22 (Twenty-Two) days from 05 October 2024 to 26 October 2024 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 22 (Twenty-Two) 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 the prescribed form should be sent to all concerns of TBL.

Mrs. Farhana Afroze will be released from her post after handing over her responsibility to Mr. Md. Ahsan Hossain (1210412), Manager, Sales and Marketing Department. Mr. Md. Ahsan Hossain will look after the charge in addition to his main responsibility. Mrs. Farhana Afroze will join her own post after availing of the leave and send the joining report to the Admin Department of TBL along with the photocopy of the relevant pages (with arrival & departure seal) of his passport through the proper channel.

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

২৪-০৯-২০২৪
Ahmed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১০৮৮/১ (১৪)

Date: ৯ আশ্বিন ১৪৩১ বঙ্গাব্দ
২৪ সেপ্টেম্বর 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. General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
4. General Manager, IT & Billing Dept, Teletalk Bangladesh Limited;
5. General Manager, Sales & Marketing Dept., Teletalk Bangladesh Limited;
6. Director, Hazrat Shahjalal International Airport, Dhaka;
7. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
8. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
9. PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
10. Mrs. Farhana Afroze, Senior Manager, Sales & Marketing Dept., Teletalk Bangladesh Limited;
11. Mr. Md. Ahsan Hossain, Manager, Sales & Marketing, Teletalk Bangladesh Limited;
12. Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Limited;
13. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Limited and
14. Office copy.



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

২৫-০৯-২০২৪

Md. Humayun Kabir
Dy General Manager (Admin)