



Teletalk Bangladesh Limited
Rajuk Commercial Complex
Gulshan-1, Dhaka-1212
www.teletalk.com.bd



Seek
Attention
Limited

Record Number: 14.35.0000.020.08.001.20.858

Date: 13/12/2022

Subject: Permission for availing of Annual Leave (Ex-Bangladesh)

Farzana Islam (Employee ID-1110322 & valid passport no-A01688600), Assistant Manager of Sales & Distribution and CRM Department of Teletalk Bangladesh Limited has been granted annual leave (Ex-Bangladesh) to travel Malaysia for the purpose of her treatment for a period of 11 (eleven) days from 15 December, 2022 to 25 December, 2022 or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by herself.
2. Any overstay in abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. Leave of 11 (eleven) days will be adjusted from her accumulated annual leave.
5. Casual leave or weekly holidays cannot be added with the annual leave.

Farzana Islam will be released from her post after handing over the charge to Md. Al Mamun, Assistant Manager of Sales & Distribution and CRM Department. She will join her own post after availing the leave and report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of her passport.

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

13-12-2022

Ahammed Ullah
General Manager (Admin)
Phone: 02-222291060
Fax: 02-222282828
Email:

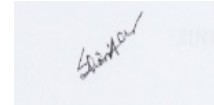
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14.35.0000.020.08.001.20.858/1(12)

Copy for Kind Information and Necessary Action,

- 1) Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, Teletalk Bangladesh Limited).
- 2) Director General, Passport & Immigration, Agargaon, Dhaka.
- 3) Director, Hazrat Shahjalal International Airport, Dhaka.
- 4) Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
- 5) Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
- 6) General Manager (S&D and CRM), Teletalk Bangladesh Limited
- 7) General Manager (Finance and Accounts), Teletalk Bangladesh Limited
- 8) PS to Managing Director, Office of the Managing Director, Teletalk Bangladesh Limited (For kind information, Managing Director, TBL).
- 9) Farzana Islam, Assistant Manager, S&D and CRM, Teletalk Bangladesh Limited
- 10) personal copy
- 11) Md. Al Mamun, Assistant Manager, S&D and CRM, Teletalk Bangladesh Limited
- 12) Office Copy



13-12-2022

Shirin Akhter
Additional General Manager