



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৭৯৮

Date: ২২ আষাঢ় ১৪৩১ বঙ্গাব্দ
০৬ জুলাই ২০২৪ খ্রিস্টাব্দ

Office order

Mrs. Jinat Akhter (Employee ID-1110469 & Valid Passport No-A12339568), Manager of System Operations (Dhaka) Department has been granted annual leave (Ex-Bangladesh) to travel to Thailand for the purpose of her Husband's treatment for a period of 10 (Ten) days from 10 July 2024 to 19 July 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 10 (Ten) 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. Jinat Akhter 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.

০৬-০৭-২০২৪

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৭৯৮/১ (১৩)

Date: ২২ আষাঢ় ১৪৩১ বঙ্গাব্দ
০৬ জুলাই ২০২৪ খ্রিস্টাব্দ

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

১। Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited);

২। Director General, Passport & Immigration, Agargaon, Dhaka.;

- ৩। General Manager, System Operations (Dhaka), Teletalk Bangladesh Limited;
৪। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
৫। General Manager, IT & Billing ept, Teletalk Bangladesh Ltd;
৬। Director, Hazrat Shahjalal International Airport, Dhaka;
৭। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
৮। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;
৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
১০। Mr Jinat Akther, Manager, System Operations (Dhaka) Dept, Teletalk Bangladeh Limited;
১১। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
১২। Sabrina Tania, AM, Admin Department, TBL এবং
১৩। Office copy।



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

০৭-০৭-২০২৪

Md. Humayun Kabir
Dy General Manager (Admin)