



Teletalk Bangladesh Limited
A State-owned Mobile Network Operator
Office of the Admin
Rajuk Commercial Complex, Gulshan-1,
Dhaka.
www.teletalk.com.bd



Record Number: 14.35.0000.000.020.08.0001.20.1376

Date: 18/12/2025

Office Order

Mrs. Mst. Sakila Biwas (Employee ID: 1110484 & Valid Passport No.: A14354423), Senior Manager, System Operations (Dhaka) Department has been granted Annual Leave (Ex-Bangladesh) to travel to Singapore (24/12/25 to 25/12/2025), Malaysia (26/12/2025 to 29/12/2025) and Thailand (30/12/2025 to 01/01/2026) for a period of 10 (ten) days from 23 December 2025 to 01 January 2026, or from the date of availing the leave, subject to the following terms and 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 the prescribed form should be sent to all concerns of TBL.
7. If this leave is not availed by 30 January 2026, this order will be considered cancelled.

Mrs. Mst. Sakila Biwas will be released from her post after handing over her responsibilities to Mr. Muntasir-UI-Huqe (Employee ID-1210294), Senior Manager, System Operations (Dhaka) Department. Mr. Muntasir-UI-Huqe will look after the charge in addition to his own duties.

Upon completion of his leave, Mrs. Mst. Sakila Biwas must resume all her responsibilities in her own post and submit her joining report to the Admin Department of TBL along with photocopies of the relevant passport pages (with arrival and departure seals) through the proper channel.

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

18-12-2025

Md. Ruhul Quddus
General Manager (Admin)
ruhul.quddus@teletalk.com.bd

Record Number: 14.35.0000.000.020.08.0001.20.1376/1 (13)

Date: 18/12/2025

Copy for Kind Information and Necessary Action (Not in the order of seniority):

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. Mr. Md. Anwar Hossain, General Manager (System Operation), Office of the System Operations (Dhaka), Teletalk Bangladesh Limited;
5. General Manager (Finance and Accounts), Office of the Finance & Accounts, Teletalk Bangladesh Limited;
6. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka, .;
7. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka., .;
8. Private Secretary, Office of the Managing Director, Teletalk Bangladesh Limited;
9. Ms. Sakila Biwas, Senior Manager, Office of the System Operations (Dhaka), Teletalk Bangladesh Limited;
10. Muntasir-UI-Huqe, Senior Manager, Office of the System Operations (Dhaka), Teletalk Bangladesh Limited;
11. Sabrina Tania, Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited;
12. Sadia Nawreen, Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited and
13. Office Copy, ..



A handwritten signature in black ink, appearing to read 'Humayun', located on the right side of the page.

18-12-2025

Md. Humayun Kabir
Deputy General Manager(Admin)