



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৮৯০

Date: ৪ পৌষ ১৪৩০ বঙ্গাব্দ  
১৯ ডিসেম্বর ২০২৩ খ্রিস্টাব্দ

### Office order

Mrs. Nur Afia Farzana (Employee ID-1110415 & Valid Passport No--B00066335), Manager, Marketing & VAS Department has been granted annual leave (Ex-Bangladesh) to travel Thailand for the purpose of treatment of her spouse for a period of 09 (Nine) days from 22 December 2023 to 30 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 09 (Nine) 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. Nur Afia Farzana will be released from her post after handing over her responsibility to Mrs. Tanjila Jesmeen, Deputy Manager, Marketing & VAS Department. Mrs. Tanjila Jesmeen will look after her charge in addition of her main 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.

১৯-১২-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৮৯০/১ (১৪)

Date: ৪ পৌষ ১৪৩০ বঙ্গাব্দ  
১৯ ডিসেম্বর ২০২৩ 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। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৩। General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating all applicable user Id & others profile of the said officers);
- ৪। General Manager, Marketing & VAS, Teletalk Bangladesh Limited;
- ৫। Director General, Passport & Immigration, Agargaon, Dhaka.;
- 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. Nur Afia Farzana, Manager, Marketing & VAS Dept, Teletalk Bangladesh Limited;
- ১১। Mr. Tanjila Jesmeen, Dy Manager, Marketing & VAS Dept, Teletalk Bangladesh Limited;
- ১২। Mr Hasnain Ahmed, Asstt Manager (Admin), Teletalk Bangladesh Limited;
- ১৩। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৪। Office copy।

