



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১২৬৫

Date: ২১ আষাঢ় ১৪৩০  
০৫ জুলাই ২০২৩

Office order

Mrs. Nusrat Binta Nasir (Employee ID-1110700 & Valid passport no- A04342060), Assistant Manager, Procurement Department has been granted annual leave (Ex-Bangladesh) to travel Thailand for the purpose of her treatment for a period of 09 (nine) days from 19 July 2023 to 27 July 2023 or from the date of availing the leave under following 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 annual leave.

Mrs. Nusrat Binta Nasir will be released from her post on local arrangements. 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 letter is issued with the approval of the Managing Director, Teletalk Bangladesh Limited.

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

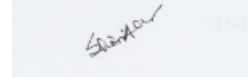
Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১২৬৫/১ (১২)

Date: ২১ আষাঢ় ১৪৩০  
০৫ জুলাই ২০২৩

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

- ১। Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, Teletalk Bangladesh Limited).;
- ২। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৩। Director,, Hazrat Shahjalal International Airport, Dhaka.;

- ৪। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৫। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;
- ৬। General Manager, Finance & Accounts, TBL.;
- ৭। Addl General Manager (Procurement), Teletalk Bangladesh Ltd.;
- ৮। PS to Managing Director, TBL (For kind information, Managing Director, TBL).;
- ৯। Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Ltd.;
- ১০। Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd.;
- ১১। Mrs. Nusrat Binta Nasir, Assistant Manager, Procurement Department, TBL. এবং
- ১২। Office, Copy।



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Shirin Akther  
Addl General Manager (Admin)