



Teletalk Bangladesh Limited

A State Owned Mobile Network Operator

No14.35.0000.020.08.086.19/269

Date: 30 June, 2022

Office Order


Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave to Mrs. Shahanaz Akhter (Official ID-1110330 & valid Passport No-A04035656), Assistant Manager of Sales, Distribution & CRM of TBL to visit India for her spouse treatment for 20 (Twenty) days from 03 July, 2022 to 22 July, 2022 or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by Mrs. Shahanaz Akhter.
2. Over stay abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. 20 (Twenty) days leave will be adjusted from her annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mrs. Shahanaz Akhter will be released from her post after handing over the charge to Mrs. Mahbuba Khatun, Assistant Manager of Sales, Distribution & CRM of TBL. She will join her own post after availing the leave and will report to the admin department of TBL along with relevant pages (with arrival & departure of immigration seal) of his passport to this office.

This letter has been issued with the approval of Managing Director, TBL.


30.08.2022

(Sadan Kumar Das)

General Manager (Admin)

For kind information & necessary action; (Not according to seniority):

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: CS of TBL).
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, Finance & Accounts, TBL.
7. General Manager, Sales, Distribution & CRM, TBL.
8. Mrs. Shahanaz Akhter, Assistant Manager, Sales, Distribution & CRM, TBL.
9. Mrs. Mahbuba khatun, Assistant Manager, Sales, Distribution & CRM, TBL.
10. PS to Managing Director, TBL (For kind information, Managing Director, TBL).
11. Personal file.
12. Office Copy.