



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৪৮৩

Date: ১১ ভাদ্র ১৪৩০ বঙ্গাব্দ
২৬ আগস্ট ২০২৩ খ্রিস্টাব্দ

Office order

Mrs. Sharifa Akter (Employee ID-1110444 & Valid passport no- A00614302), Deputy Manager, Marketing & VAS Department has been granted annual leave (Ex-Bangladesh) to travel to India for the purpose of her treatment for a period of 07 (seven) days. from 29 August 2023 to 04 September 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 07 (seven) days will be adjusted from her accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.

Mrs. Sharifa Akter will be released from her post after handing over the charge to Mr. Mohammad Anwar Hossain, Manager, Marketing & VAS Department. 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

২৬-০৮-২০২৩

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১৪৮৩/১ (১৩)

Date: ১১ ভাদ্র ১৪৩০ বঙ্গাব্দ
২৬ আগস্ট ২০২৩ খ্রিস্টাব্দ

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। General Manager (Addl Charge), MKT & VAS Dept, Teletalk Bangladesh Ltd;
- ৮। PS to Managing Director, TBL (For kind information, Managing Director, TBL).;
- ৯। Mr. Anwar Hossain, Manager (MKT & VAS), Teletalk Bangladesh Ltd;
- ১০। Mrs. Sharifa Akter, Dy Manager (MKT & VAS), Teletalk Bangladesh Ltd;
- ১১। Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১২। Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৩। Office, Copy।



২৭-০৮-২০২০

Shirin Akther
Addl General Manager (Admin)