



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৬৬০

Date: ২৩ জ্যৈষ্ঠ ১৪৩১ বঙ্গাব্দ  
০৬ জুন ২০২৪ খ্রিস্টাব্দ

### Office order

Mrs. Syeda Sharmin Islam (Employee ID-1110219 & Valid Passport No-B00086938), Assistant Manager, Digital Services Department has been granted annual leave (Ex-Bangladesh) to travel to India for the purpose of treatment for a period of 10 (Ten) days from 13 June 2024 to 22 June 2024 or from the date of availing the leave under the 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 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 prescribed form should be sent to all concerns of TBL.

Mrs. Syeda Sharmin Islam will be released from her post on local arrangements. She will join her own post after availing of the leave and send a report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of her passport through the proper channel.

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

০৬-০৬-২০২৪

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৬৬০/১ (১৩)

Date: ২৩ জ্যৈষ্ঠ ১৪৩১ বঙ্গাব্দ  
০৬ জুন ২০২৪ খ্রিস্টাব্দ

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

১। Chairman, TBL & Secretary, PTB (Attn: Company Secretary, Teletalk Bangladesh Limited);

- ২। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৩। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৪। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৫। General Manager, IT & Billing Dept, Teletalk Bangladesh Ltd;
- ৬। General Manager (Addl Charge), Digital Services Dept, Teletalk Bangladesh Ltd. ;
- 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। Mrs. Syeda Sharmin Islam, Assistant Manager, Digital Services Dept, Teletalk Bangladesh Ltd;
- ১১। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১২। Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd এবং
- ১৩। Office copy।



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**Shirin Akther**  
Addl General Manager (Addl  
Charge)