



Teletalk Bangladesh Limited
A State-owned Mobile Network Operator
Office of the Admin
Rajuk Commercial Complex, Gulshan-1,
Dhaka.
www.teletalk.com.bd



Record Number: 14.35.0000.020.08.001.23.747

Date: 22/06/2024

Office Order

Subject: Permission for availing of Annual Leave (Ex-Bangladesh).

As per decision of 235th BoD meeting of Teletalk Bangladesh Limited (TBL) & application for availing leave, Mrs. Thamina Khatun (Employee ID-1110506 & Passport no- D00011932), Additional General Manager of the Finance & Accounts Department (Main charge) and General Manager of the Digital Services Department (Additional Charge) has been granted annual leave (Ex-Bangladesh) to travel the United States of America for the purpose of visit of her sick mother for a period of 25 (Twenty-Five) days from 07 July 2024 to 31 July 2024 or from the actual date of availing the leave as per 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 25 (Twenty-Five) days will be adjusted from her accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to this annual leave.
6. A charge handover & take-over report in the prescribed form should be sent to all concerns of TBL.

Mrs. Thamina Khatun will be released from her posts after handing over the main charge of Additional General Manager (Finance) to Mr. Md. Khairul Amin, Additional General Manager (Accounts) and the additional charge of General Manager, Digital Services to Mr. Saleh Md. Fazle Rabbi, General Manager, Sales and Marketing. She will join her own posts after availing of the leave and report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of her passport to the admin department through the proper channel. Mr. Saleh Md. Fazle Rabbi & Mr. Md. Khairul Amin will look after the above-mentioned charges in addition to their main responsibilities.

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

22-06-2024
Ahammed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

Record Number:

Date: 22/06/2024

(Not in the order of

Copy for Kind Information and Necessary Actions seniority)

:

1. Chairman, Teletalk Bangladesh Limited & Secretary, Post and Telecommunication Department;
2. Director General, Passport & Immigration, Agargaon, Dhaka;
3. Director, Hazrat Shahajalal International Airport, Dhaka;
4. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka;
5. General Manager, Finance & Accounts Department, Teletalk Bangladesh Limited;
6. General Manager, IT & Billing Department, Teletalk Bangladesh Limited;
7. Mr. Saleh Md. Fazle Rabbi, General Manager, Sales & Marketing Department, Teletalk Bangladesh Limited;
8. Mrs. Thamina Khatun, General Manager (Addl Charge), Digital Services Department, Teletalk Bangladesh Limited;
9. Mrs. Thamina Khatun, Additional General Manager, Finance & Accounts Department, Teletalk Bangladesh Limited;
10. Additional General Manager, Company Secretariat, Teletalk Bangladesh Limited;
11. Mr. Md. Khairul Amin, Additional General Manager, Finance & Accounts Department, Teletalk Bangladesh Limited;
12. Immigration Officer, Hazrat Shahajalal International Airport, Dhaka;
13. PS to Managing Director, TBL (For kind information of Managing Director, TBL);
14. Mrs. Sabrina Tania, Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited;
15. Sadia Nawreen, Mrs. Sadia Nawreen, Assistant Manager, Admim, TBL;
16. Personal file and
17. Office Copy.



A rectangular box containing a handwritten signature in blue ink, which appears to read 'Shirin Akther'.

22-06-2024

Shirin Akther, Akther
Additional General Manager (Addl
Charge)