



Teletalk Bangladesh Limited  
Rajuk Commercial Complex  
Gulshan-1, Dhaka-1212  
www.teletalk.com.bd



Seek  
Attention  
Limited

Record Number: 14.35.0000.020.08.001.20.795

Date: 13/12/2022

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

Mrs. Zubaida Sultana (Employee ID-1110091 & valid Passport No-A03574244), Deputy Manager of Sales, Distribution & CRM Department has been granted annual leave (Ex-Bangladesh) to travel India for the purpose of treatment of her Son's for 16 (Sixteen) days from 14 December 2022 to 29 December 2022 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 16 (sixteen) days will be adjusted from her accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to the annual leave.

Mrs. Zubaida Sultana will be released from her post after handing over the charge to Mrs. Nusrat Farida Jahan, Deputy Manager of Sales, Distribution & CRM Department. She will join her own post after availing the leave and will report to Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of his passport.

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

13-12-2022

Ahammed Ullah  
General Manager (Admin)  
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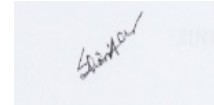
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14.35.0000.020.08.001.20.795/1

Copy for Kind Information and Necessary Action,

- 1) Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, Teletalk Bangladesh Limited).
- 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) General Manager (Finance and Accounts), Teletalk Bangladesh Limited
- 6) Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.
- 7) General Manager (S&D and CRM), Teletalk Bangladesh Limited
- 8) PS to Managing Director, Office of the Managing Director, Teletalk Bangladesh Limited(For kind information, Managing Director, TBL).
- 9) Mrs. Zubaida Sultana , Deputy Manager, Sales, Distribution & CRM Department, TBL
- 10) Mrs. Nusrat Farida Jahan , Deputy Manager, Sales, Distribution & CRM Department, TBL
- 11) Office Copy.



13-12-2022

Shirin Akhter  
Additional General Manager