



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



Date: ২৮ পৌষ ১৪৩২ বঙ্গাব্দ
১২ জানুয়ারি ২০২৬ খ্রিস্টাব্দ

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.৩২

Office order

Mst. Masuma Islam (Employee ID-1110355 & Valid passport No-B00242658), Assistant Manager, System Operations (Dhaka) Department has been granted Annual Leave (Ex-Bangladesh) to travel to Saudi Arabia to perform the Holy Umrah Hajj for a period of 21 (Twenty One) days from 20 January 2026 to 09 February 2026, or from the date of availing the leave, subject to the following terms and 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 21 (twenty-one) 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 the prescribed form should be sent to all concerns of TBL.
7. If this leave is not availed by 28 February 2026, this order will be considered cancelled.

Mst. Masuma Islam will be released from her post after handing over her responsibilities to Mr. Md. Mahabubur Rahman (1210077), Assistant Manager, System Operations (Dhaka) Department. Mr. Md. Mahabubur Rahman will look after the charge in addition to his own duties.

Upon completion of his leave, Mst. Masuma Islam must resume all her responsibilities in her own post and submit her joining report to the Admin Department of TBL along with photocopies of the relevant passport pages (with arrival and departure seals) through the proper channel.

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

১২-০১-২০২৬

Md. Ruhul Quddus
General Manager (Administration)
ruhul.quddus@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০০০.০২০.০৮.০০০১.২০.৩২/১ (১৪)

Date: ২৮ পৌষ ১৪৩২ বঙ্গাব্দ
১২ জানুয়ারি ২০২৬ খ্রিস্টাব্দ

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

1. Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited).
2. Director General, Passport & Immigration, Agargaon, Dhaka.
3. General Manager, System Operations (Dhaka), Teletalk Bangladesh Limited.
4. General Manager, Finance & Accounts, Teletalk Bangladesh Limited.
5. General Manager, IT & Billing Dept, Teletalk Bangladesh Limited.
6. Director, Hazrat Shahjalal International Airport, Dhaka.
7. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
8. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
9. PS to Managing Director, TBL (For kind information to Managing Director, TBL).
10. Mst. Masuma Islam, Assistant Manager (SO), Teletalk Bangladesh Limited.
11. Mr. Md. Mahabubur Rahman, Assistant Manager (SO), Teletalk Bangladesh Limited.
12. Mrs. Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Limited.
13. Mrs. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Limited.
14. Office copy.



A handwritten signature in black ink, appearing to read 'Humayun', located at the bottom right of the page.

১২-০১-২০২৬

Md. Humayun Kabir
Dy General Manager (Admin)