



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১১৪৬

Date: ২২ আশ্বিন ১৪৩১ বঙ্গাব্দ
০৭ অক্টোবর ২০২৪ খ্রিস্টাব্দ

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 India for the purpose of her own and her daughter's treatment for a period of 17 (Seventeen) days from 07 October 2024 to 23 October 2024 or from the date of availing the leave under 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 17 (Seventeen) 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.

Mst. Masuma Islam will be released from her post after handing over her responsibility 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 main responsibility. Mst. Masuma Islam will join her own post after availing of the leave and send the joining report to the Admin Department of TBL along with the photocopy of the relevant pages (with arrival & departure seal) of his passport through the proper channel.

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

০৭-১০-২০২৪
Ahammed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.১১৪৬/১ (১৪)

Date: ২২ আশ্বিন ১৪৩১ বঙ্গাব্দ
০৭ অক্টোবর ২০২৪ খ্রিস্টাব্দ

Copies forwarded (not in order of seniority) for information and necessary (where applicable) action :

- ১। Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited);
- ২। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৩। General Manager, System Operations (Dhaka), Teletalk Bangladesh Limited;
- ৪। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৫। General Manager, IT & Billing Dept, Teletalk Bangladesh Limited;
- ৬। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৭। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৮। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১০। Mst. Masuma Islam, Assistant Manager (SO), Teletalk Bangladesh Limited;
- ১১। Mr. Md. Mahabubur Rahman, Assistant Manager (SO), Teletalk Bangladesh Limited;
- ১২। Mrs. Sabrina Tania, Asstt Manager (Admin), Teletalk Bangladesh Limited;
- ১৩। Mrs. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Limited এবং
- ১৪। Office copy।

