



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



Record Number: ১৪.৩৫.০০০০.০২০.৩১.০৮২.১৮.৪৫৯

Date: 05/05/2024

Office Order

With reference to Government Order Letter No.09.00.0000.072.25.002.24-381, Dated: 28.04.2024 the following officials of Teletalk Bangladesh Ltd. will participate in the “Seminar on Information and Telecommunication for Bangladesh” in Wuhan, China to be commenced from 7th May 2024 to 20th May 2024 (excluding travel time).

(Not According to Seniority)

Sl. No.	Name & Passport No	Designation with Department
1	Mr. Md. Khalekuzzaman (ID: 1210341) Passport No: B00002041	Deputy General Manager Sales & Marketing Department
2	Mrs. Most. Kawsar Pervin (ID: 1110236) Passport No: A03065607	Deputy Manager Admin Department
3	Mrs. Sharifa Akter (ID: 1110444) Passport No: A00614302	Deputy Manager Sales & Marketing Department
4	Mr. Sharif Md. Essa (ID: 1210554) Passport No: E00183856	Deputy Manager Company Secretariat Department

The Terms and Conditions are given below:

1. The period of the travel including the transit will be treated as on duty;
 2. All the expenses regarding this visit of the officers will be borne by The Government of China;
 3. On return from abroad they will submit a report to Admin Department within 15 Days.
 4. They must return to the country within the stipulated time limit and join their post with submission of departure & arrival pages of Passport to Admin Department. Any overstay will be treated as misconduct.
2. Mr. Md. Khalekuzzaman, Deputy General Manager will be released after handing over his responsibility to Mr. Nilmoni Aich, Deputy General Manager, Sales & Marketing Department. Mr. Nilmoni Aich will look after the responsibility in addition to his main responsibility.
3. Mrs. Most. Kawsar Pervin, Deputy Manager will be released after handing over her responsibility to Mr. Sagatom Kumar Saha, Deputy Manager, Admin Department. Mr. Sagatom Kumar Saha will look after the responsibility in addition to his main responsibility.
4. Mrs. Sharifa Akter, Deputy Manager will be released after handing over her responsibility to Mr. Dewan Lutfur Rahman, Manager, Sales & Marketing Department. Mr. Dewan Lutfur Rahman will look after the responsibility in addition to his main responsibility.
5. Mr. Sharif Md. Essa, Deputy Manager will be released after handing over his responsibility of Company Secretariat Department to Mr. Kafil Uddin Ahmed, Deputy Manager, Company Secretariat Department and also relinquishing his responsibility of Audit Department. Mr. Kafil Uddin Ahmed will look after the responsibility in addition to his main responsibility.
6. A charge hand over & take over report should send to all concerns of Teletalk.

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



05-05-2024
Ahammed Ullah
General Manager (Admin)
ahammed.ullah@teletalk.com.bd

Record Number:

Date: 05/05/2024

(Not in the order of

Copy for Kind Information and Necessary Actions seniority)

:

1. Chairman, Teletalk Bangladesh Limited;
2. Joint Secretary, Administration-2 Branch (Supernumerary), Economic Relations Division;
3. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
4. General Manager (Finance and Accounts), Office of the Finance & Accounts, Teletalk Bangladesh Limited;
5. General Manager (IT & Billing), Office of IT & Billing, Teletalk Bangladesh Limited;
6. General Manager, Department of Sales & Marketing, Teletalk Bangladesh Limited;
7. Additional General Manager (Additional Charge), Office of the Audit, Teletalk Bangladesh Limited;
8. Additional General Manager, Office of the Company Secretariat, Teletalk Bangladesh Limited;
9. Immigration Officer, Hazrat Shah Jalal International Airport, Dhaka.;
10. Mr. Nilmoni Aich, Deputy General Manager, Department of Sales & Marketing, Teletalk Bangladesh Limited;
11. Mr. Md. Khalekuzzaman Deputy General Manager, Department of Sales & Marketing, Teletalk Bangladesh Limited;
12. Private Secretary (Additional Charge), Office of the Managing Director, Teletalk Bangladesh Limited;
13. Manager, Office of IT & Billing, Teletalk Bangladesh Limited;
14. Mr Dewan Lutfur Rahman , Manager, Department of Sales & Marketing, Teletalk Bangladesh Limited;
15. Ms. Sharifa Akter Jolly, Deputy Manager, Department of Sales & Marketing, Teletalk Bangladesh Limited;
16. Most. Kawsar Pervin, Deputy Manager, Office of the Admin, Teletalk Bangladesh Limited;
17. Mr Kafil Uddin Ahmed, Deputy Manager, Office of the Company Secretariat, Teletalk Bangladesh Limited;
18. Mr Sharif Md. Essa, Deputy Manager, Office of the Company Secretariat, Teletalk Bangladesh Limited;
19. Mr Hosneara Khanam, Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited;
20. Mr Sadia Nawreen, Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited;
21. Mr Sabrina Tania, Assistant Manger, Office of the Admin, Teletalk Bangladesh Limited;
22. Personal File and
23. Office Copy.



05-05-2024
Shirin Akhter
Additional General Manager