



Teletalk Bangladesh Limited

(A State-Owned Mobile Network Operator)

House No-3/A, 5/A, 7/A, Road No-17

Rajuk Commercial Complex, Gulshan-1, Dhaka-1212

www.teletalk.com.bd



Seek  
Attention  
Limited

Record Number: 14.35.0000.020.08.001.20.388

Date: 2/3/2023

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

Mr. Rifat Bin Salam (Employee ID-1210468 & valid passport no-B00693655), Deputy Manager of System Operations (Dhaka) Department has been granted annual leave (Ex-Bangladesh) to travel to Singapore for the purpose of his father-in-law's treatment for a period of 07 (seven) days from 04 April 2023 to 10 April 2023 or from the date of availing the leave under following conditions:

1. All costs of the journey will be borne by himself.
2. Any overstay abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. Leave of 07 (seven) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to annual leave.

Mr. Rifat Bin Salam will be released from his post after handing over the charge to Mr. Md. Mamunur Rahman, Manager of the System Operations (Dhaka) Department. He will join his own post after availing the leave and report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of his passport.

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

25-03-2023

Ahammed Ullah

General Manager (Admin)

Phone: 02-222291060

Fax: 02-222282828

Email:

ahammed.ullah@teletalk.com.bd

Record Number:

Date: 2/3/2023

[14.35.0000.020.08.001.20.388/1\(12\)](#)

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) Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
- 6) General Manager (System Operation), Teletalk Bangladesh Limited
- 7) General Manager (Finance and Accounts), Teletalk Bangladesh Limited
- 8) PS to Managing Director, Office of the Managing Director, Teletalk Bangladesh Limited (For kind information, Managing Director, TBL).
- 9) Md. Mamunur Rahman, Manager, Dhaka
- 10) Mr. Rifat Bin Salam, Deputy Manager, Teletalk Bangladesh Limited
- 11) personal copy
- 12) Office Copy



25-03-2023

Ahammed Ullah  
General Manager (Admin)