

No14.35.0000.020.08.069.22/17

Date: 08 October, 2022

## Office Order

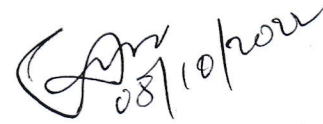
### **Subject: Permission of Ex-Bangladesh Leave.**

Mr. Mohammed Shaiful Islam (Employee ID-1210428 & valid passport no-BX0980052), Deputy General Manager of Admin Department (main charge-Legal affairs) and Deputy General Manager of Sales, Distribution & CRM Department (additional charge) has been granted annual leave (Ex-Bangladesh) to go to India for the purpose of his wife's treatment for 25 (twenty five) days from 12 October, 2022 to 05 November, 2022 or from the date of availing the leave under following conditions:

1. All cost of the journey will be borne by himself.
2. Any overstay in abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. 25 (twenty five) days leave will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added with the annual leave.

Mr. Mohammed Shaiful Islam will be released from his post after handing over the charge of Admin (Legal) to Mr. Md. Kamruzzaman, Deputy General Manager and of Sales, Distribution & CRM to Mr. Md. Rafiqul Islam, Deputy General Manager. 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 to this office.

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



(Ahammed Ullah)

General Manager (Admin)

e-mail: ahammed.ullah@teletalk.com.bd

Tel: +0248812380

For kind information & necessary action; (Not according to seniority):

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, Finance & Accounts, TBL.
7. General Manager, Sales, Distribution & CRM Department, TBL.
8. General Manager, Admin Department, TBL.
9. Mr. Md. Mohammed Shaiful Islam, DGM, Admin Department, TBL.
10. Mr. Md. Kamruzzaman, DGM, Admin Department, TBL.
11. Mr. Md. Rafiqul Islam, DGM, Sales, Distribution & CRM Department, TBL.
12. PS to Managing Director, TBL.
13. Personal file.
14. Office Copy