

Teletalk Bangladesh Limited

A State Owned Mobile Network Operator

No14.35.0000.020.08.001.20/119

Date: 26 April, 2022

Office Order


Subject: Permission of Ex-Bangladesh Leave.

Management of Teletalk Bangladesh Limited (TBL) has granted Ex-Bangladesh leave to Mrs. Syeda Sharmin Islam (Official ID-1110219 & valid passport no-B00086938), Assistant Manager of Sales, Distribution & CRM department of TBL to visit Maldives for traveling for 04 (Four) days from 30 April, 2022 to 04 May, 2022 or from the date of availing the leave under following conditions:

1. All costs of the journey will be borne by Mrs. Syeda Sharmin Islam.
2. Any over stay in abroad will be treated as misconduct.
3. She will draw her usual pay and allowances from TBL in local currency.
4. 04 (Four) days leave will be adjusted from her annual leave.
5. Casual leave or weekly holidays cannot be consumed with the annual leave.

Mrs. Syeda Sharmin Islam will be released from her post on local arrangements. She will join her own post after availing of the leave and will report to the admin department of TBL. He will also submit a photocopy of relevant pages (with arrival & departure seal) of his passport to this office.

This letter is issued with the approval of Managing Director, TBL.


26.04.2022

(Sadan Kumar Das)

General Manager (Admin)

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

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: CS of TBL).
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. Managing Director, TBL.
7. General Manager, Finance & Accounts, TBL.
8. General Manager, Sales, Distribution & CRM, TBL.
9. Mrs. Syeda Sharmin Islam, AM, Sales, Distribution & CRM, TBL.
10. Company Secretary, TBL.
11. Personal file.
12. Office Copy.