



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



Record Number: 14.35.0000.020.08.001.23.1849

Date: 07/12/2023

Office Order

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

As per the decision of 227th BoD meeting of Teletalk Bangladesh Limited (TBL) & application for availing leave, Mrs. Tamina Khatun (Employee ID-1110506 & Passport no- D00010623), Additional General Manager of Finance & Accounts Department (Main charge) and General Manager of Marketing & VAS Department (Additional Charge) has been granted annual leave (Ex-Bangladesh) to travel Singapore for the purpose of treatment of her daughter for a period of 12 (Twelve) days from 10 December 2023 to 21 December 2023 (Including Travel Time) or from the actual date of availing the leave as per following 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 12 (twelve) days will be adjusted from her accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to this annual leave.
6. A charge handover & take over report in prescribed form should be sent to all concerned of TBL.

Mrs. Tamina Khatun will be released from her posts after handing over the main charge of Additional General Manager (Finance) to Mr. Md. Khairul Amin, Additional General Manager (Accounts) and the additional charge of General Manager, Marketing & VAS to Mr. Saleh Md. Fazle Rabbi, General Manager, Sales & Distribution and CRM. She will join her own posts after availing of the leave and report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of her passport to this office.

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

07-12-2023

Ahammed Ullah

General Manager (Admin)

ahammed.ullah@teletalk.com.bd

Record Number: 14.35.0000.020.08.001.23.1849/1 (11)

Date: 07/12/2023

**(Not in the order of
Copy for Kind Information and Necessary Actions seniority)**

:

1. Director General, Passport & Immigration, Agargaon, Dhaka;
2. Director, Hazrat Shahajalal International Airpot, Dhaka;
3. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka;
4. Immigration Officer, Hazrat Shahajalal International Airport, Dhaka;
5. General Manager (Finance and Accounts) (Addl Charge), Office of the Finance & Accounts, Teletalk Bangladesh Limited;
6. General Manager (S&D and CRM), Office of the Sales & Distribution and CRM, Teletalk Bangladesh Limited;
7. General Manager (Marketing & VAS) (Addl Charge), Office of the Marketing & VAS, Teletalk Bangladesh Limited;
8. Additional General Manager, Office of the Finance & Accounts, Teletalk Bangladesh Limited;
9. PS to Managing Director, TBL (for kind information, Managing Director, TBL);
10. Sadia Nawreen, Assistant Manger, Admim,TBL and
11. Office Copy.



A rectangular box containing a handwritten signature in blue ink, which appears to read "Shirin Akhter".

07-12-2023

Shirin Akhter

Additional General Manager