



Teletalk Bangladesh Limited  
State-owned mobile network operator  
Administration Department  
RAJUK Commercial Complex, Gulshan-1,  
Dhaka  
www.teletalk.com.bd



২৭ ফাল্গুন ১৪৩১ বঙ্গাব্দ  
Date: ১২ মার্চ ২০২৫ খ্রিস্টাব্দ

Number: ১৪.৩৫.০০০০.০০০.০২০.১৯.০০৬৪.২২.২৮৫

### Office order

With the reference to the Government Order Number-14.00.0000.000.008.08.002.25-23; Date: 11.03.2025 Ms. Shirin Akther, Divisional Engineer, Department of Telecommunications(DOT) deputed to Teletalk Bangladesh limited as Additional General Manager, Company Secretary (Main Charge) and Additional General Manager, Admin (Additional Charge) has been granted earned leave (Ex-Bangladesh) to perform Umrah Hajj in Saudi Arabia from 13 March, 2025 to 26 March, 2025 or 14 (Fourteen) days from the date of enjoining leave.

Teletalk Bangladesh Limited has granted the leave from 13 March, 2025 to 26 March, 2025 total 14 (Fourteen) days.

Sl. No.	Name, Designation & Other Information	Granted Leave
01.	Mrs. Shirin Akhter Divisional Engineer Department of Telecommunications  On Deputation at Teletalk Bangladesh Limited as Additional General Manager (Company Secretary) (Main Charge) and Admin (Additional charge). ID: 2110091, Passport No.:E00163414, Mobile: 01550155047, Email: shirin.akther@teletalk.com.bd	Earned Leave (Ex-Bangladesh) for 14 (Fourteen) Days from 13 March, 2025 to 26 March,2025

2. The terms and conditions are mentioned below:

- This approval is applicable for a single trip only;
- The expenditure relevant to this visit will be borne by her & the Government of Bangladesh will not bear any cost in local or foreign currency;
- Under no condition, leave will be extended
- She will draw her usual pay and allowances from Bangladesh in local currency;
- She must return to the country within the stipulated time limit & join her office.
- A charge handover and take-over report in the prescribed form should be sent to all concerns of TBL.

3.Mrs. Shirin Akther will be released from Additional General Manager/ Company Secretary (Main charge) to Mr. Md. Shariful Islam, Additional General Manager, Procurement Department (Main Charge) and and Corporate Strategy Department (Additional Charge). Mr. Md. Shariful Islam will look after the charge in addition to all his other responsibilities. Mrs. Shirin Akther will relinquish

her additional charge of Additional General Manager (Admin). She will resume her all responsibilities after availing of leave.

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



১২-০৩-২০২৫  
Ahmed Ullah  
General Manager (Admin)  
ahammed.ullah@teletalk.com.bd

Number: ১৪.৩৫.০০০০.০০০.০২০.১৯.০০৬৪.২২.২৮৫/১ (১৪)

Date: ২৭ ফাল্গুন ১৪৩১ বঙ্গাব্দ  
১২ মার্চ ২০২৫ খ্রিস্টাব্দ

**Copy sent for information/notification and necessary action (not in order of seniority) :**

1. Chairman, TBL & Secretary, PTD, MOPTIT (Attn: Company Secretary, Teletalk Bangladesh Limited).
2. Director General, Passport & Immigration, Agargaon, Dhaka.
3. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.
4. General Manager (Finance & Accounts), Teletalk Bangladesh Limited, .
5. General Manager (IT & Billing), Teletalk Bangladesh Limited, (for updating the user Id & others profile of the said officers).
6. Director, Hazrat Shahjalal International Airport, Dhaka.
7. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
8. Chief Accounts and Finance Officer, (Telephone & Telegraph) Segunbagicha, Dhaka.
9. Mr Md Shariful Islam, Additional General Manager (Procurement), Teletalk Bangladesh Ltd.
10. Ms Shirin Akther, Additional General Manager/ Company Secretary, Teletalk Bangladesh Limited.
11. PS to Manager Director (Addl Charge), Teletalk Bangladesh Limited.
12. Mrs Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Limited.
13. Mrs. Sadia Nawreen, Asstt Manager, Admin Dept, Teletalk Bangladesh Limited.
14. Office Copy.



১২-০৩-২০২৫  
Md. Humayun Kabir  
Dy General Manager (Admin)