

(To be Replaced on Same Memo & Date)

Number: 14.35.0000.020.19.064.22

Date: 04 April 2024

### Office order

As per PTD Order Number-14.00.0000.008.08.020.19.1037; Date: 20.02.2024 the following officer deputed at Teletalk Bangladesh Limited as Additional General Manager/Company Secretary has been granted rest and recreation leave from 25/02/2024 or from the date of availing the leave and equivalent 01 (one) month of basic pay as mention below. Consecutively her granted rest and recreation leave has been converted to Ex-Bangladesh leave to visit the United Kingdom (UK) to meet her daughter from 07 April 2024 to 21 April 2024 vide Government Order Number-14.00.0000.008.08.002.19.55; Date: 04.04.2024.

Sl. No.	Name, Designation & Other Information	Current basic salary	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.:BG0033497, Mobile: 01550155047, Email: shirin.akther@teletalk.com.bd	Tk. 63,960 (Sixty-three thousand nine hundred & sixty)	Earned Leave (Ex-Bangladesh) for 15 (Fifteen) Days from 07 April 2024 to 21 April 2024.

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 Akhter will be released after handing over the main responsibility of Company Secretary to Mr. Mamunur Rashid, Additional General Manager of the Regulatory & Corporate Relations Department. Mr. Mamunur Rashid will look after this charge in addition to his main responsibilities. Mrs. Shirin Akhter will relinquish her additional charge of Admin.

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

*(Signature)*  
12/04/2024

Ahmed Ullah  
General Manager (Admin)  
ahammed.ullah@teletalk.com.bd

Number: 14.35.0000.020.19.064.22/1 (12)

Date: \_\_\_\_\_

Copy sent for information and necessary (where applicable) 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. 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. Mrs. Shinin Akther, Additional General Manager (Company Secretary), Office of the Company Secretary, Teletalk Bangladesh Limited.;
7. Mr. Mamunur Rashid, Additional General Manager of Regulatory & Corporate Relations Department, Teletalk Bangladesh Limited.;
8. Chief Accounts and Finance Officer, (Telephone & Telegraph) Segunbagicha, Dhaka.;
9. General Manager (Finance & Accounts), Teletalk Bangladesh Limited.;
10. PS to Manager Director (Addl Charge), Teletalk Bangladesh Limited.;
11. Mrs. Sadia Nawreen, Assistant Manager, Admin Dept, Teletalk Bangladesh Limited and
12. Mrs. Sabrina Tania, Assistant Manager, Admin Dept, Teletalk Bangladesh Limited.



17.04.24

Md. Humayun Kabir  
Deputy General Manager, Admin  
[humayun.kabir@teletalk.com.bd](mailto:humayun.kabir@teletalk.com.bd)