



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৩১৪

Date: ৬ চৈত্র ১৪৩০ বঙ্গাব্দ  
২০ মার্চ ২০২৪ খ্রিস্টাব্দ

### Office order

Mr. A.K.M Akramul Islam (Employee ID-1210288 & Valid passport No-EF0268321), Assistant Manager, Sales, and Marketing Department has been granted Annual Leave (Ex-Bangladesh) to travel to Saudi Arabia to perform the Holy Umrah Hajj for 18 (Eighteen) days from 28 March 2024 to 14 April 2024 or from the date of availing the leave under following terms & conditions:

1. All costs of the journey will be borne by himself.
2. Any overstay abroad will be treated as misconduct.
3. He will draw his usual pay and allowances from TBL in local currency.
4. Leave of 18 (Eighteen) days will be adjusted from his accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to this leave.
6. A charge handover & take-over report in the prescribed form should be sent to all concerns of TBL.

Mr. A.K.M Akramul Islam will be released from his post after handing over his responsibility to Mr. Md. Maha Alam (1210226), Assistant Manager, Sales and Marketing Department. Mr. Md. Maha Alam will look after his charge in addition to his main responsibility. A.K.M Akramul Islam will join his own post after availing of the leave and send the report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of his passport through the proper channel.

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

২০-০৩-২০২৪

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

Number:

Date: ৬ চৈত্র ১৪৩০ বঙ্গাব্দ  
২০ মার্চ ২০২৪ খ্রিস্টাব্দ

Copy sent for information and necessary (where applicable) action

**(not in order of seniority):**

- ১। Chairman, TBL & Secretary, PTD (Attn: Company Secretary, Teletalk Bangladesh Limited);
- ২। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৩। General Manager (IT & Billing), Teletalk Bangladesh Limited (For updating the user Id & other profile of the said officers);
- ৪। General Manager (Sales & Marketing), Teletalk Bangladesh Limited;
- ৫। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৬। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৭। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৮। Immigration Officer, Hazrat Shahajalal International Airport, Dhaka.;
- ৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ১০। AKM Akramul Islam, AM, Sales and Marketing Department, TBL;
- ১১। Md. Maha Alam, AM, Sales and Marketing Department, TBL;
- ১২। Mrs. Sabrina Tania, AM (Admin), Admin department, TBL;
- ১৩। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd এবং
- ১৪। Office copy।



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Shirin Akther

Addl General Manager (Addl Charge )