



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৩৫১

Date: ১৬ চৈত্র ১৪৩০ বঙ্গাব্দ
৩০ মার্চ ২০২৪ খ্রিস্টাব্দ

Office order

Mrs. Jinat Akhter (Employee ID-1110469 & Valid Passport No-A12339568), Manager of System Operations (Dhaka) Department has been granted annual leave (Ex-Bangladesh) to travel to South Korea for the purpose of her treatment for a period of 27 (Twenty-Seven) days from 08 April 2024 to 04 May 2024 or from the date of availing the leave under the following terms & 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 27 (Twenty-Seven) days will be adjusted from her accumulated annual leave.
5. Casual leave or weekly holidays cannot be added to this leave.
6. A charge handover & Take over report in prescribed form should be sent to all concerns of TBL.

Mrs. Jinat Akhter will be released from her post on local arrangements. She will join her own post after availing of the leave and send a report to the Admin Department of TBL along with the photocopy of relevant pages (with arrival & departure seal) of her passport through the proper channel.

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

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৩৫১/১ (১২)

Date: ১৬ চৈত্র ১৪৩০ বঙ্গাব্দ
৩০ 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। Director General, Passport & Immigration, Agargaon, Dhaka.;
- ৩। General Manager, System Operations (Dhaka), Teletalk Bangladesh Limited;
- ৪। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;
- ৫। Director, Hazrat Shahjalal International Airport, Dhaka;
- ৬। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
- ৭। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
- ৮। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;
- ৯। Mr Jinat Akther, Manager, System Operations (Dhaka) Dept, Teletalk Bangladesh Limited;
- ১০। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;
- ১১। Sabrina Tania, AM, Admin Department, TBL এবং
- ১২। Office copy।

