



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



Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৫১৫

Date: ১ জ্যৈষ্ঠ ১৪৩১ বঙ্গাব্দ
১৫ মে ২০২৪ খ্রিস্টাব্দ

Office order

Mr. Ashrafur Islam (Employee ID-1210137 & Valid Passport No-A04263902), Deputy Manager, System Operations, Dhaka Department has been granted annual leave (Ex-Bangladesh) to travel to Saudi Arabia to perform the Holy Hajj for a period of 45 (Forty-Five) days from 19 May 2024 to 02 July 2024 or from the date of availing the leave under the 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 45 (Forty-Five) 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 prescribed form should be sent to all concerns of TBL.

Mr. Ashrafur Islam will be released from his post after handing over his responsibility to Mr. Md. Asaduzzaman (1210640), Assistant Manager, System Operations, Dhaka Department and Mr. Md. Asaduzzaman will look after the charge in addition to his main responsibility. He will join his 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 his passport through the proper channel.

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

১৫-০৫-২০২৪

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

Number: ১৪.৩৫.০০০০.০২০.০৮.০০১.২০.৫১৫/১ (১৪)

Date: ১ জ্যৈষ্ঠ ১৪৩১ বঙ্গাব্দ
১৫ মে 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। Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;

৪। Director, Hazrat Shahjalal International Airport, Dhaka;

৫। Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;

৬। General Manager, System Operations, Dhaka Department, Teletalk Bangladesh Ltd;

৭। General Manager, IT & Billing Department, Teletalk Bangladesh Ltd;

৮। General Manager, Finance & Accounts, Teletalk Bangladesh Limited;

৯। PS to Managing Director, TBL (For kind information to Managing Director, TBL).;

১০। Mr. Ashraful Islam, Deputy Manager, System Operations, Dhaka Department, Teletalk Bangladesh Ltd;

১১। Mr. Sadia Nawreen, Asstt Manager (Admin), Teletalk Bangladesh Ltd;

১২। Mr. Md. Asaduzzaman, Assistant Manager, System Operations, Dhaka Department, Teletalk Bangladesh Ltd;

১৩। Sabrina Tania, Asstt Manager, Admin Dept, Teletalk Bangladesh Ltd এবং

১৪। Office copy।



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

১৫-০৫-২০২৪

Shirin Akther

Addl General Manager (Addl
Charge)