



Teletalk Bangladesh Limited  
A State-owned Mobile Network Operator  
Admin Department  
Rajuk Commercial Complex, Gulshan-1,  
Dhaka.  
www.teletalk.com.bd



**Record Number:** 14.35.0000.020.31.082.18.614

**Date:** 01/06/2024

### Office Order

With reference to ZTE's Letter No. ZTE/MWC/2024-05-13, Dated: 13.05.2024 the following officials of Teletalk Bangladesh Ltd. will participate in "Mobile World Congress (MWC) 2024" in Shanghai, China to be commenced from 26<sup>th</sup> June 2024 to 28<sup>th</sup> June 2024 (excluding travel time).

(Not According to Seniority)

Sl. No.	Name & Designation	Department	Contact No. & E-mail Address
1	Mr. A R M Monjur Rahi Senior Manager ID: 1210209 Passport No: B00754865	IT & Billing Department	Mobile: +8801550155096 Email: monjur.rahi@teletalk.com.bd
2	Mr. Kazi Rokibul Islam Senior Manager ID: 1210003 Passport No: BJ0970363	Office of Managing Director	Mobile: +8801550155125 Email: kr.islam@teletalk.com.bd
3	Mr. Mohammad Tofayel Azam Chowdhury Deputy Manager ID: 1210206 Passport No: A07357976	Sales & Marketing Department	Mobile: +8801550156165 Email: tofayel.azam@teletalk.com.bd
4	Mrs. Hosneara Khanam Assistant Manager ID: 1110121 Passport No: AE3315390	Admin Department	Mobile: +8801550156092 Email: hosneara.khanam@teletalk.com.bd

The Terms and Conditions are given below:

1. The period of the travel including the transit will be treated as on duty;
2. All the expenses regarding this visit of the officers will be borne by ZTE Corporation;
3. On return from abroad they will submit a report to Admin Department within 15 Days.
4. They must return to the country within the stipulated time limit and join their post with submission of departure & arrival pages of Passport to Admin Department.

2. Mr. Mr. A R M Monjur Rahi, Senior Manager will be released from his own post after handing over all responsibilities of IT & Billing to Mr. Mohammad Shaahidur Rahman, Senior Manager, IT and Billing Department and responsibilities of Digital Services to Mr. Md. Rahmath Ulla, Senior Manager, Digital Services Department. Mr. Mohammad Shaahidur Rahman and Mr. Md. Rahmath Ulla will look after the responsibilities of Mr. A R M Monjur Rahi, in addition to their main responsibility.

3. Mr. Kazi Rokibul Islam, Senior Manager, Admin Department (Main) & Managing Directors Office (Additional Charge) will be released from his own post after handing over all responsibilities to Mr. Md. Humayun Kabir, Deputy General Manager, Admin Department. Mr. Md. Humayun Kabir will look after the responsibilities of Mr. Kazi Rokibul Islam, in addition to his main responsibility.

4. Mr. Mohammad Tofayel Azam Chowdhury, Deputy Manager will be released from his own post after handing over all responsibilities of Sales & Marketing Department to Mrs. Sharifa Akter Jolly, Deputy Manager, Sales & Marketing Department and also handing over all responsibilities of Digital Services

Department to Mr. Ahmed Saif, Deputy Manager, Digital Services Department. Mrs. Sharifa Akter Jolly and Mr. Ahmed Saif will look after the responsibilities of Mr. Mohammad Tofayel Azam Chowdhury, in addition to their main responsibility.

5. Mrs. Hosneara Khanam, Assistant Manager, will be released from her own post after handing over all responsibilities to Mrs. Sadia Nawreen, Assistant Manager, Admin Department. Mrs. Sadia Nawreen will look after the responsibilities of Mrs. Hosneara Khanam, in addition to her main responsibility.

6. A charge hand over & take over report should send to all concerns of Teletalk.

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



01-06-2024

Ahammed Ullah

General Manager (Admin)

ahammed.ullah@teletalk.com.bd

**Record Number:** 14.35.0000.020.31.082.18.614/1 (16)

**Date:** 01/06/2024

**(Not in the order of**

**Copy for Kind Information and Necessary Actions seniority)**

:

1. Head of the Department, Teletalk Bangladesh Limited;
2. Controller of Foreign Currency, Bangladesh Bank, Head Office, Dhaka.;
3. Mr. Mao Junyoung (Mao), CEO, ZTE Corporation (BD) Ltd.;
4. Deputy General Manager (Admin), Office of the Admin, Teletalk Bangladesh Limited;
5. Senior Manager, Office of IT & Billing, Teletalk Bangladesh Limited;
6. Private Secretary (Additional Charge ), Office of the Managing Director, Teletalk Bangladesh Limited;
7. Senior Manager, Department of Digital Services, Teletalk Bangladesh Limited;
8. Immigration Officer, Hazrat Shah Jalal International Airport, Dhaka.;
9. Deputy Manager, Department of Sales & Marketing, Teletalk Bangladesh Limited;
10. Deputy Manager, Department of Sales & Marketing, Teletalk Bangladesh Limited;
11. Deputy Manager, Department of Digital Services, Teletalk Bangladesh Limited;
12. Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited;
13. Assistant Manager, Office of the Admin, Teletalk Bangladesh Limited;
14. Senior Manager, Office of IT & Billing, Teletalk Bangladesh Limited;
15. Personal File and
16. Office Copy.



01-06-2024

Shirin Akhter, Akhter

Addl General Manager ((Addl Charge))