



BANGLADESH KRISHI BANK

HEAD OFFICE

83-85 Motijheel C/A, DHAKA-1000

HUMAN RESOURCE MANAGEMENT DEPARTMENT-1

Phone : 9553637

Email : dgmpd1@krishibank.org.bd
www.krishibank.org.bd

No.-HO/HRMD-1/S-3738/2018-2019/4342

Date:10-02-2019

Personnel Announcement

The undersigned is directed to convey the administrative approval of the Management of Bangladesh Krishi Bank in favour of the following official on account of her visit abroad under the terms and conditions described below :

Name, Designation , Present place of posting and accompanies (if any) (1)	Objective of the visit and Name of the Country (2)	Duration (3)
SHAMIM ARA TANIA Officer (PF Index No.-S-3738) Human Resource Management Department-1 Bangladesh Krishi Bank Head Office 83-85, Motijheel C/A,Dhaka-1000 Bangladesh. Passport No.OC 3125438	visiting historical places. Singapore & Malaysia	15 (Fifteen) days leave with average pay starting from 20-02-2019 or from the date of travelling. (including travel time)

Terms and Conditions:

- She will bear all expenses personally related to her visit. No expenditure will be borne by the Government of Bangladesh or Bangladesh Krishi Bank.
- Her travelling time will be considered as ex-Bangladesh leave.
- She will be allowed to visit only the country/countries as mentioned and applied for particular purpose and must not do otherwise.
- She must collect release order from her controlling authority.
- She will not be allowed to stay abroad more than the stipulated period.
- She has to return home and join at her workplace at the right time after travelling period.
- She has to inform to HRMD-1, BKB, Head Office, Dhaka about the joining at her workplace after completion of the visit.
- This order will remain valid upto 3 (three) months from the date of issue.

This order has been issued with the approval of competent authority.

SHAMIM ARA TANIA
Officer(PF Index No.-S-3738)
Human Resource Management Department-1
Bangladesh Krishi Bank
Head Office, 83-85, Motijheel C/A,
Dhaka-1000, Bangladesh.

10.02.2019
(Mohammed Selim Khan)
Asst. General Manager
Phone: 9570198

No.-HO/HRMD-1/S-3738/2018-2019/4342 (7)

Date: 10-02-2019

Copy for kind information and necessary action (not in order of seniority):

- Staff officer to Deputy Managing Director-2, BKB, Head Office, Dhaka
- Staff officer to General Manager (Administration), BKB, Head Office, Dhaka.
- Director General, Immigration & Passport, Agargaon, Dhaka, Bangladesh.
- Director, Hazrat Shah Jalal International Airport, Dhaka, Bangladesh.
- Visa officer, Embassy of Singapore & Malaysia in Dhaka, Bangladesh.
- Deputy-General Manager, ICT Systems, Card and Mobile Banking Department, BKB, Head Office, Dhaka. (With request to publish this letter on BKB official website)
- Office Copy.

10.02.2019
(Md. Mizanur Rahman Khan)
Principal Officer