



# Karmasangsthan Bank

(A State owned Financial Institution)

**Personnel Management, Training & Human Resources Department**

E-mail: pmthrd@kb.gov.bd

“বেকার যুবদের বিশ্বস্ত বন্ধু।”

“শুধাচার আর শিষ্টাচার  
কর্মসংস্থান ব্যাংকের অঙ্গীকার”

Letter no: 53.17.0000.110.08.002.01.13

Date: 02 July 2019

## **Sanction letter for Ex-Bangladesh Earned Leave**

Administrative Approval favouring Mr. Md. Anisuzzaman (GPF-0256), Deputy General Manager, Common Services & Engineering Department, Karmasangsthan Bank, Head office, Dhaka to visit China for 15 (fifteen) days starting from 15.07.2019 or from the date of travelling (including travel time) has been provided on 23.06.2019 by the Training Branch of Financial Institutions Division, Ministry of Finance, the Government of the People's Republic of Bangladesh vide letter no. 53.00.0000.231.25.002.19-492.

As travel companion, the name of his wife Mrs. Yeasmin Akter & daughter Rodela Zaman has been cited in the stated Administrative Approval letter.

On that basis accompanied with his application, 15 (fifteen) days (including travel time) ex-Bangladesh earned leave has been granted with full average pay from 15.07.2019 or from the date of travelling under the following terms & conditions:

- He will bear all the expenses relating to this foreign visit. No expenditure will be borne by the Government of Bangladesh or by Karmasangsthan Bank;
- His travelling time will be treated as ex-Bangladesh leave;
- He will not be allowed to stay abroad more than the approved period without the prior approval of the Government;
- This department should be informed about his leave through competent authority;
- As Proven documents/Proof, Photocopy of the Passport depicting the date of departure for abroad & date of arrival at home should be submitted to this department through competent authority.

By approval-

Mr. Md. Anisuzzaman (GPF-0256)  
Deputy General Manager  
Common Services & Engineering Department  
Karmasangsthan Bank  
Head office, Dhaka.  
Letter No: 53.17.0000.110.08.002.01.13(11)

  
(Goutam Saha)  
Deputy General Manager  
Phone: 02-9571778

Date: -Do-

### **Copy for kind information and necessary action:**

01. Staff Officer, Managing Director's Secretariat, Karmasangsthan Bank, Head Office, Dhaka;
02. Director General, Immigration & Passport, Agargaon, Dhaka;
03. Staff Officer, General Manager's Office (Operation/Administration & Audit/Accounts), Karmasangsthan Bank, Head Office, Dhaka;
04. Deputy General Manager, Common Services & Engineering Department, Karmasangsthan Bank, Head office, Dhaka;
05. Deputy General Manager, Information Technology Department, Karmasangsthan Bank, Head office, Dhaka (requested to publish this letter in the Bank's website);
06. Immigration Officer, Hazrat Shah Jalal International Airport, Dhaka, Bangladesh/Land Customs;
07. Personal file/Master file/MIS.

  
(Kazi Md. Habibur Rahman)  
Assistant General Manager  
Phone: 02-9555008