



Ref: JBPLC/ HRDD/ F.Training/01/ Toastmasters/ 2026/1265

Date: 30.06.2026

Office Order

The following official of Janata Bank PLC. has been permitted by the Bank Management to visit Nepal from **July 03 to July 05, 2026** (excluding travel period) to participate in the programme titled **“District Officer Training Program of District 41”** to be held in Kathmandu, Nepal organized by Toastmasters International under the terms and conditions stated below:

Sl	Name	Designation	Bank ID	Place of Posting	Passport No.
1	Md. Abual Kalam Azad	SPO	017608	Janata Bhaban Corporate Branch, Dhaka	A15872706

Terms & Conditions:

- The journey to Nepal will start on a convenient date and time to ensure reporting at the venue at the scheduled time.
- The period of this programme and the time spent for travel and transit will be treated as ‘on duty’.
- Overstay beyond the approved period is not permissible.
- As per Government order, it is mandatory to avail Biman Bangladesh Airlines for air travel. If Biman Bangladesh Airlines is not available, the shortest direct route must be availed via any other airline.
- The programme is fully residential. All expenses regarding this tour will be borne by the organizer
- No Participant is entitled to TA/DA.
- The participant is hereby advised to collect the necessary visa (if required) and confirm the air ticket as early as possible to avoid undue hassle and excess expenditure.
- Release from present duties and resuming duties after completion of the programme/visit will be managed by the concerned controlling authority as per existing administrative power.
- The Human Resources Development Department must be informed about the participant's departure and return.
- An evaluation report regarding the programme must be sent to the Human Resources Development Department within 15 days of return.

Sd./-

Md. Al Arif Hassan

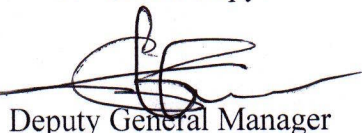
Deputy General Manager

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E-mail: traininghrdd@janatabank-bd.com

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

- Deputy General Manager, Janata Bank PLC., Janata Bhaban Corporate Branch, Dhaka.
- PS to MD, Janata Bank PLC, Head Office, Dhaka.
- Immigration Officer, Hazrat ShahJalal International Airport, Dhaka.
- Personal File.
- Office Copy.


Deputy General Manager