



বাংলাদেশ ডেভেলপমেন্ট ব্যাংক পিএলসি.
BANGLADESH DEVELOPMENT BANK PLC.
(A State Owned Commercial Bank)

HUMAN RESOURCE MANAGEMENT DEPARTMENT

No. 06.1/1.1902/

November 30, 2025

S M Asaduzzaman Dhali
Supporting Staff Grade-2
Bangladesh Development Bank PLC.
Kanchpur Branch
Narayanganj.

Sub : Sanction of Earned Leave (Ex-Bangladesh).

Dear Sir.

With reference to your application dated 25/11/2025 on the above mentioned subject, we are pleased to inform you that the competent authority of the Bank has sanctioned 17 (Seventeen) days Earned Leave (Ex-Bangladesh) which will be effective from the actual date of journey with permission to go to Saudi Arabia for performing holy Umrah on the following terms and conditions:

- Under any circumstances you shall not be allowed to extend the sanctioned leave without prior permission of the Bank ;
- No financial assistance shall be allowed to you from the Bank either in the form of foreign or local currency covering your above mentioned visit; and
- This letter shall remain valid only for 90 (ninety) days from the date of issue.

Thanking you.

Yours faithfully
Sd/-
(Afsana Ferdousi)
Deputy General Manager
Phone: 02-41053145
E-mail: hrm_head@bdb.com.bd

Copy to :

Immigration officer, Hazrat Shahjalal International Airport, Dhaka.

Afsana
30.11.25
Deputy General Manager