



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

HUMAN RESOURCE MANAGEMENT DEPARTMENT

No. 06.1/1.1618/

December 29, 2025

~~Fahima Akther Khanam  
Senior Principal Officer  
Real Estate Department  
Bangladesh Development Bank PLC.  
Head Office  
Dhaka.~~

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

Dear Sir,

With reference to your application dated 22/12/2025 on the above mentioned subject, we are pleased to inform you that the competent authority of the Bank has sanctioned 14 (Fourteen) days Earned Leave (Ex-Bangladesh) which will be effective from 12/01/2026 to 25/01/2026 or the actual date of journey with permission to go 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@bdbl.com.bd

Copy to :

7761  
↓ Immigration officer, Hazrat Shahjalal International Airport, Dhaka.

*Afsana*  
29.12.25  
Deputy General Manager