



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

HUMAN RESOURCE MANAGEMENT DEPARTMENT

No. 06.1/1.2062/

April 02, 2026

~~Shanara Begum  
Principal Officer  
Deputy Managing Director's Office  
Bangladesh Development Bank PLC.  
Head Office  
Dhaka.~~

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

Dear Sir,

With reference to your application dated 29/03/2026 on the above mentioned subject, we are pleased to inform you that the competent authority of the Bank has sanctioned 45 (Forty Five) days Earned Leave (Ex-Bangladesh) which will be effective from 18/04/2026 to 01/06/2026 or the actual date of journey with permission to go Saudi Arabia for performing holy Hajj 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 :

1250 ✓ Immigration officer, Hazrat Shahjalal International Airport, Dhaka.

*Afsana* 02.04.26  
Deputy General Manager