



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

HUMAN RESOURCE MANAGEMENT DEPARTMENT

No. 06.1/1.1641/

April 08, 2026

Hasnaara Begum
Senior Principal Officer
Law Department
Bangladesh Development Bank PLC.
Head Office
Dhaka.

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

Dear Sir,

With reference to your application dated 31/03/2026 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 the date of 28/04/2026 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@bdb.com.bd

Copy to :

✓ Immigration officer, Hazrat Shahjalal International Airport, Dhaka.

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Afsana
08.04.26
Deputy General Manager