



Janata Bank PLC.

Your Committed Partner in Progress

Human Resources Department

Ref: HRD/F.Visit/Sadath/SNPO-7848/2026/2801

Date: 24/08/2026

MD. ABU NASER
(Passport No. B00092095)
Principal Officer
Janata Bank PLC.
Dubai Branch, UAE.

Subject: Permission to visit Saudi Arabia for 10(Ten) days.

Dear Sir,

Considering your application along with the recommendation of respective controlling office, the authority of Janata Bank PLC. has permitted you to visit Saudi Arabia for 10(Ten) days from the date of travelling for performing the Holy Omrah. You are required to comply with the following terms and conditions :

1. The Bank authority will not bear any expenditure of this visit either in foreign or local currency.
2. Human Resources Department must be informed of your departure from and return to UAE (Photocopy of Passport must be enclosed).
3. This permission will not be treated as the grant of leave.
4. Decision regarding the approval of your leave will be taken by the appropriate authority as per the delegated powers. The period of travelling has to be adjusted from earned leave.
5. You have to go to Saudi Arabia within 90 (Ninety) days from the date of issuance of this letter.
6. This approval and the rules promulgated by the Government from time to time will be applicable for one tour only.
7. Staying in Saudi Arabia beyond the approved days will not be allowed.

With regards.

Sincerely Yours

Sd./-

(Khondoker Kamruzzaman)

Assistant General Manager

Cell: 01712659949

e-mail: jbadmin@janatabank-bd.com

Copy forwarded for kind information & necessary action (Not in the order of Seniority):

1. Deputy General Manager, Janata Bank PLC. Chief Executive Office, Abu Dhabi, UAE.
2. Deputy General Manager, Oversease Banking Department, Janata Bank PLC. Head Office, Dhaka.
3. Manager, Janata Bank PLC. Dubai Branch, UAE.
4. Immigration Officer, All International Airports in UAE.
5. Personal file.
- ✓ 6. Office copy.


Assistant General Manager