



Janata Bank PLC.

Your Committed Partner in Progress

Human Resources Department

Ref: HRD/F.Visit/MRM/SPO-3379/2026/2627

Date: 10.08.2026

MAKSUDA KHATUN
(Passport No. A09864434)
Senior Principal Officer
Human Resources Department
Janata Bank PLC.
Head Office
Dhaka.

Subject: Permission to visit Saudi Arabia for 15 (Fifteen) 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 performing the Holy Omrah for 15(Fifteen) days from the date of travelling subject to 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 the country (Photocopy of Passport must be enclosed).
3. Decision regarding the approval of your leave will be taken by the appropriate authority as per the delegated powers.
4. This permission will not be treated as the grant of leave.
5. You have to go abroad 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 abroad beyond the approved days will not be allowed. Leave of the travelling period has to be adjusted from earned leave.

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, Human Resources Department, Janata Bank PLC. Head Office, Dhaka.
2. Immigration Officer, All International Airports in Bangladesh.
3. Personal file.
- ✓4. Office copy.

Assistant General Manager