



Janata Bank PLC.

Your Committed Partner in Progress

Human Resources Department

Ref: HRD/F.Visit/MRM/OC-5373/2026/3293

Date: 29/09/2026

Most. Sadia Afrin
(Passport No. A10064280)
Officer-Teller
Janata Bank PLC.
Divisional Office
Dhaka South
Dhaka.

Subject: Permission to visit India for 20(Twenty) days during maternity leave.

Dear Sir,

Considering your application along with the recommendation of controlling office, the authority of Janata Bank PLC. has permitted you to visit India for assistance of your son's treatment for 20(Twenty) days from the date of travelling during your maternity leave 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. 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 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.

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. General Manager, Janata Bank PLC. Divisional Office, Dhaka South, Dhaka.
2. Immigration Officer, All International Airports/Land ports in Bangladesh (to verify this letter please visit: www.jb.com.bd and click NOC for Foreign Leave).
3. Personal file.
- ✓ 4. Office copy.

Assistant General Manager

[Signature]