



BANGLADESH BANK
(Central Bank of Bangladesh)
Head Office
Motijheel, Dhaka-1000
Bangladesh.



Human Resources Department-2
(Benefits and Administration Wing)

HRD-2/231/2026-6911

06/09/2026

Ms. Rubaiya Islam Raisa
SAP ID-29210566
Passport No-E00266685
Assistant Director
Bank Supervision Department-9
Bangladesh Bank
Head Office
Dhaka.

Private Foreign Visit

Dear Sir,

With reference to your application dated 13/08/2026 on the captioned subject, we would like to inform you that you have been permitted (subject to the approval of leave) to travel **Saudi Arabia** for performing Holy Omrah along with your husband for **07 (Seven) days** (including the transit period) starting from **19/09/2026** or from the date of travel within one month from the mentioned date, subject to the following terms and conditions:

- 1) All expenses will be borne by you. No expenses in local or foreign currency will be borne by Bangladesh Bank in connection with the proposed visit;
- 2) You shall not overstay abroad without prior approval of the competent authority.

This order is issued with the approval of the competent authority.

Yours faithfully,
Sd/-

(Shahriar Hasan Chawdhury)

Joint Director

Phone: +88 01814414690

Email: sh.chawdhury@bb.org.bd

Endorsement No- HRD-2/231/2026-6913

Dated : - Do-

Copy forwarded for information and necessary action to:

1. Director General, Department of Immigration and Passports, Agargaon, Dhaka.
2. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
3. Director (BSD-9), Bank Supervision Department-9, Bangladesh Bank, Head Office, Dhaka.
- Uploaded on BB website www.bb.org.bd (About us→ Foreign Tours and Visit) for all concerned.

With request to notify HRD-2 regarding leave related actual information (Date of starting leave, date of joining after leave, modification or cancellation of leave and any other reason for not taking leave) for proper management of SAP system


Joint Director