



**SONALI BANK PLC.**

*Credible & Smart*

No. HRMD/SEC-6/OUTSIDE/JO Cash/8801/8052

Dated: 23 October, 2023

MAHMUDA BEGUM (G-36352)

Junior Officer (Cash)

(Passport No: A03307295)

Common Services Division

Sonali Bank PLC.

Head Office

Dhaka.

**Subject: Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit Saudi Arabia to perform Holy Omrah Hajj.**

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Common Services Division, Sonali Bank PLC. Head Office, Dhaka vide their letter no 1150 dated 08-10-2023 the authority has sanctioned 10 (Ten) days leave with full pay (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit Saudi Arabia to perform Holy Omrah Hajj under the following terms & conditions:

**Conditions:**

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC./ Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,

(Israt Jahan)

Assistant General Manager

**Israt Jahan**  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC.  
Head Office, Dhaka.



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Yours faithfully,

Sd/-

(Israt Jahan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

1. Deputy General Manager, Common Services Division, Sonali Bank PLC. Head Office, Dhaka with a request to send us the related joining report of the above staff specifying the date of leave availed.
2. Immigration Officer, All Airport / All Land port, Bangladesh.
3. Website Copy.
4. Personal File.

Assistant General Manager

**Israt Jahan**  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC.  
Head Office, Dhaka.