



SONALI BANK PLC.

Credible & Smart

No. HRMD/SEC-8/OUTSIDE/SSSG-2/3351/9074

Dated: 13 November, 2023

MD MOHSIN (G-41015)
Supporting Sub Staff Grade-2
(Passport No: A08004404)
Sonali Bank Limited
Daulatgonj Branch
Cumilla.

Subject: Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit Kingdom of Saudi Arabia for Performing Umrah.

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC. General Manager's Office, Cumilla vide their letter no 3134 dated 19/10/2023, 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 Kingdom of Saudi Arabia for performing Umrah 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,

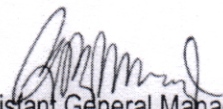
Sd/-

(Israt Jahan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC. General Manager's Office, Cumilla.
2. Deputy General Manager, Sonali Bank PLC. Principal Office, Cumilla.
3. Manager, Sonali Bank PLC, Daulatgonj Branch, Cumilla. **Please send the joining report of the related Staff specifying the date of leave availment**
4. Immigration Officer, All Airport, All Land port, Bangladesh.
5. Website Copy.
6. Personal File.


Assistant General Manager

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