



Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-5/UMRAH_KSA/SOC-12196/1525

Date: 14 February 2024

SHAMMEE AKTER (G-45714)
Senior Officer Cash
(Passport No: A12922176)
Sonali Bank PLC
Dhaka EPZ Branch, Dhaka.

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

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dhaka-North, Dhaka vide their letter no 163 dated 30/01/2024, the authority has sanctioned **10 (Ten) days leave with full pay (Outside Bangladesh)** including transit period and government/ weekly holidays from the date of availing with a permission to visit Kingdom of Saudi Arabia for performing Umrah 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,

(Sultana Razia)
Assistant General Manager
Sultana Razia
Assistant General Manager
Human Resource Development Division
Sonali Bank PLC.
Head Office, Dhaka.



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Yours faithfully,

Sd/-

(Sultana Razia)
Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka-North, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Mirpur, Dhaka. Please send the joining report of the related officer specifying the date of leave availed.
3. Manager, Sonali Bank PLC, Dhaka EPZ Branch, Dhaka/Savar Cantonment Branch, Dhaka.
4. Immigration Officer, All Airport, All Land port, Bangladesh.


Assistant General Manager
Sultana Razia
Assistant General Manager
Human Resource Development Division
Sonali Bank PLC.
Head Office, Dhaka.