



Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-5/HAJJ_KSA/SOC-12062/2127

Date: 06 March 2024

MD BELAYET HOSSAIN (G-45294)
Senior Officer Cash (Joint Custodian Cash)
(Passport No: A08580969)
Sonali Bank PLC
Moghbazar Branch, Dhaka.

Subject: Sanction of 45 (Forty Five) days leave (Outside Bangladesh) with full pay to visit Kingdom of Saudi Arabia for performing 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-Central, Dhaka vide their letter no 675 dated 20/02/2024, the authority has sanctioned **45 (Forty Five) 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 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 Resources Management Division
Sonali Bank PLC.
Head Office, Dhaka.



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Sonali Bank PLC
Moghbar Branch, 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-Central, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka East, Dhaka. Please send the joining report of the related officer specifying the date of leave availed.
3. Assistant General Manager, Sonali Bank PLC, Moghbar Branch, Dhaka.
4. Mr. Thowaching Mong Marma (G-33483), Senior Officer Cash, Moghbar Branch, Dhaka. As per recommendation of General Manager's Office, Dhaka-Central, Dhaka and consequent approval of the authority you will take over the charge of Joint Custodian Cash temporarily during the leave of Mr. Md. Belayet Hossain (G-45294).
5. Immigration Officer, All Airport, All Land port, Bangladesh.

Assistant General Manager

www: sonalibank.com.bd

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

Human Resource Management Division (Section-5), Head Office, Sonali Bank PLC
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