



**Sonali Bank PLC.**

***Credible and Smart***

No.HRMD/SEC-3/PF/SO-21453/2844

Date : 22 April 2025

MD SHAFIQUL ISLAM SARKER (G-35030)

Passport No. A16551127

Senior Officer (IT)

Sonali Bank PLC

Principal Office, Rangpur

Bangladesh.

**Subject : Sanction of 45 (Forty Five) days' leave outside Bangladesh with full pay to perform the "Holy Hajj -2025" in the Kingdom of Saudi Arabia (KSA).**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Manager's Office, Rangpur vide their letter no. 609 dated 02 March 2025, the authority has sanctioned 45 (Forty Five) days' leave outside Bangladesh with full pay including transit period and government/ weekly holidays from the date of avail with permission to perform the "Holy Hajj-2025" in the Kingdom of Saudi Arabia (KSA) under the following terms and conditions:

- (1) This sanctioned leave will be treated as leave outside Bangladesh only to perform the Holy Hajj-2025;
- (2) You will have to bear all expenses for the proposed visit;
- (3) There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh;
- (4) Staying abroad over the sanctioned leave will not be allowed; and
- (5) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully

Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

**Copy forwarded for kind information & necessary action:**

01. General Manager, Sonali Bank PLC, General Manager's Office, Rangpur.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Rangpur. They are requested to send his joining report after avail of leave.
03. Immigration Officer, All International Airports/Landports of Bangladesh.
04. Maser Copy/ Office Copy.

Assistant General Manager

Masud Ahmed Khan  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC  
Head Office, Dhaka.



**Sonali Bank PLC.**  
*Credible and Smart*

No.HRMD/SEC-3/PF/SO-21453/2844

Date : 22 April 2025

MD SHAFIQUL ISLAM SARKER (G-35030)

Passport No. A16551127

Senior Officer (IT)

Sonali Bank PLC

Principal Office, Rangpur

Bangladesh.

**Subject : Sanction of 45 (Forty Five) days' leave outside Bangladesh with full pay to perform the "Holy Hajj -2025" in the Kingdom of Saudi Arabia (KSA).**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Manager's Office, Rangpur vide their letter no. 609 dated 02 March 2025, the authority has sanctioned 45 (Forty Five) days' leave outside Bangladesh with full pay including transit period and government/ weekly holidays from the date of avail with permission to perform the "Holy Hajj-2025" in the Kingdom of Saudi Arabia (KSA) under the following terms and conditions:

- (1) This sanctioned leave will be treated as leave outside Bangladesh only to perform the Holy Hajj-2025;
- (2) You will have to bear all expenses for the proposed visit;
- (3) There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh;
- (4) Staying abroad over the sanctioned leave will not be allowed; and
- (5) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully

  
(Masud Ahmed Khan)

**Assistant General Manager**

Masud Ahmed Khan  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC  
Head Office, Dhaka