



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

No. HRMD/SEC-5/UMRAH\_KSA/SOC-11881/2494

Date: 20 March 2024

MOHAMMED BELLAL HOSSAIN (G-34032)  
Senior Officer Cash (Joint Custodian Cash)  
(Passport No: A02253893)  
Sonali Bank PLC  
Netaigonj Branch, Narayangonj.

**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 South, Dhaka vide their letter no 855 dated 06/03/2024, 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 Resources Management Division  
Sonali Bank PLC.  
Head Office, Dhaka.

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

Human Resource Management Division (Section-5), Head Office, Sonali Bank PLC  
35-42, 44, Motijheel Commercial Area, Dhaka-1000.  
Contact: 02-223384515, 02-47115437, Email : [sbl.hrmd5@sonalibank.com.bd](mailto:sbl.hrmd5@sonalibank.com.bd)

Hotline : 16639  
+880 9610016639



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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 South, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Narayangonj. Please send the joining report of the related officer specifying the date of leave availed.
3. Manager, Sonali Bank PLC, Netaigonj Branch, Narayangonj.
4. Mr. Md. Abdullah-Al-Hossain (G-49203), Senior Officer Cash, Netaigonj Branch, Narayangonj. As per recommendation of General Manager's Office, Dhaka South, Dhaka and consequent approval of the authority you will take over the charge of Joint Custodian Cash temporarily during the leave of Mr. Mohammed Bellal Hossain (G-34032).
5. Immigration Officer, All Airport, All Land port, Bangladesh.

Assistant General Manager

<p><b>Sultana Razia</b> Assistant General Manager Human Resources Management Division Sonali Bank PLC Head Office, Dhaka.</p>	<p>Human Resource Management Division (Section-5), Head Office, Sonali Bank PLC 35-42, 44, Motijheel Commercial Area, Dhaka-1000. Contact: 02-223384515, 02-47115437, Email : <a href="mailto:sblhrmd5@sonalibank.com.bd">sblhrmd5@sonalibank.com.bd</a></p>	<p>Hotline : 16639 +880 9610016639</p>
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