



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

No. HRMD/SEC-5/HAJJ\_KSA/SOC-12545/3298

Date: 02 May 2024

SYEDA NUSRAT AZIZ (G-45773)  
Senior Officer Cash  
(Passport No: A07770756)  
Sonali Bank PLC  
Shilpa Bhaban Corporate 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 South, Dhaka vide their letter no 1271 dated 08/04/2024, 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 availment 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.

[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, 02-47115457, Email: [sbl.hrmd5@sonalibank.com.bd](mailto:sbl.hrmd5@sonalibank.com.bd)

Hotline: 16639  
+880 9610016639



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

No. HRMD/SEC-5/HAJJ\_KSA/SOC-12545/3298

Date: 02 May 2024

SYEDA NUSRAT AZIZ (G-45773)  
Senior Officer Cash  
(Passport No: A07770756)  
Sonali Bank PLC  
Shilpa Bhaban Corporate 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 South, Dhaka vide their letter no 1271 dated 08/04/2024, 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 avilment 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,

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, Shilpa Bhaban Corporate Branch, Dhaka. Please send the joining report of the related officer specifying the date of leave availed.
3. Immigration Officer, All Airport, All Land port, Bangladesh.
4. Personal File/Master Copy.

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: [sblhrmd5@sonalibank.com.bd](mailto:sblhrmd5@sonalibank.com.bd)

Hotline : 16639  
+880 9610016639