



SONALI BANK PLC
Credible & Smart

NO.HO/HRMD/OMD/SEC-4/(PF-23812)/2155

Dated : 14 March, 2024

MD. SHOFIQ ULLAH (G-33771)

(Passport No-A00946329)

Officer (IT)

Sonali Bank PLC

Principal Office,

Dhaka East, Dhaka.

Subject : Sanction of 45 (Forty Five) days leave (Outside Bangladesh) with full pay to visit Kingdom of Saudi Arabia (K.S.A) for Performing Hajj.

Dear Sir,

Reference may please be made the letter No. 674 dated the 20 February, 2024 of General Managers Office, Dhaka-Central, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-Central, Dhaka the authority has sanctioned **45 (Forty Five)** days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit **Kingdom of Saudi Arabia (K.S.A) for Performing Hajj** under the following terms & conditions:-

- 01 You will have to bear all expense of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- 02 The Period of travelling will be adjusted from earned leave.
- 03 Staying abroad over the sanctioned leave is strictly prohibited.
- 04 This sanctioned letter will remain valid for 03(three) months from date of issue.

Yours faithfully,

Sd/-

(Masud Ahmed Khan)

Assistant General Manager

Phone : +8802223384515

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka-East, Dhaka, **with a request to send the joining report of the related officer specifying the date of leave availment.**
03. Immigration Officer, All Airports/All Land Ports, Bangladesh.
04. **Personal File**/Confidential File/Master Copy.

Assistant General Manager