



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 250

Dated : 09 January 2024

Md Hafizur Rahman (33862)
Deputy General Manager
Sonali Bank PLC
Principal Office
Thakurgaon, Bangladesh.

Subject : **Sanction of 10 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Omrah Hajj.**

Sir,

Please refer to the letter no. 1015 dated 28 December 2023 of Sonali Bank PLC, General Manager's Office, Dinajpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dinajpur, the Authority has sanctioned 10 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 20 January 2024 or from the date of availing with a permission to visit K.S.A. for performing Holy Omrah Hajj under the following terms & conditions:

Terms & Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
2. The period of travelling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.

As per approval of the Authority Mr. Md. Sayeed Shahjamal (35435), Assistant General Manager, Principal Office, Thakurgaon will take over the charges (as additional Charges of his present duties) of the Principal Office, Thakurgaon temporarily during your leave.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to

01. The General Manager, Sonali Bank PLC. General Manager's Office, Dinajpur with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Thakurgaon.
03. Mr. Md. Sayeed Shahjamal (35435), Assistant General Manager, Sonali Bank PLC, Principal Office, Thakurgaon, He will take over the charges (as additional Charges of his present duties) of the Principal Office, Thakurgaon during the sanctioned leave period of Mr. Md Hafizur Rahman.
04. Immigration Officer, All Airports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

MOSTAK AHMED

Assistant General Manager

Human Resource Management Division

Sonali Bank Limited, Head Office, Dhaka

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