



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 39

Dated : 03 January 2024

Gias Uddin Mahmood (34593)
General Manager
Sonali Bank PLC
General Manager's Office
Dhaka South, Dhaka
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. 4570 dated 05 December 2023 of General Manager's Office, Dhaka South, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka South, Dhaka, the Board of Directors of Sonali Bank PLC in their 852th meeting held on 02 January 2024 has sanctioned 10 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 10 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. Syed Md. Towhidul Haque (33834), Deputy General Manager, General Manager's Office, Dhaka South, Dhaka will take over the charges (as additional Charges of his present duties) of the General Manager's Office, Dhaka South, Dhaka temporarily during your leave period.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

- 01) All Deputy Managing Director, Sonali Bank PLC, Head Office, Dhaka.
- 02) The General Manager, Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
- 03) The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank PLC, Head Office, Dhaka.
- 04) Mr. Syed Md. Towhidul Haque (33834), Deputy General Manager, Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka. He will take over the charges (as additional Charges of his present duties) of the General Manager's Office, Dhaka South, Dhaka during the sanctioned leave period of Mr. Gias Uddin Mahmood.
- 05) Immigration Officer, All Airports, Bangladesh.
- 06) 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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