



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 3500

Dated : 02 May 2024

Alamgir Kabir Chowdhury (34977)  
Deputy General Manager  
Central Accounts Division (Payment)  
Sonali Bank PLC  
Head Office, Dhaka, Bangladesh.

**Subject : Sanction of 45 days leave (outside Bangladesh) with full pay to visit  
K.S.A. for performing Holy Hajj-2024.**

Sir,

Please refer to the letter no. 1635 dated 24 March 2024 of Central Accounts Division (Payment), Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and the recommendation of Central Accounts Division (Payment), the Authority has sanctioned 45 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit K.S.A for performing Holy Hajj-2024 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 traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will be valid only for performing Holy Hajj-2024.

As per approval of the Authority Mr. Md. Masudur Rahman (34708), Deputy General Manager, Central Accounts Division (Operation), Head Office, Dhaka will take over the charges (as additional Charges of his present duties) of the Central Accounts Division (Payment) temporarily during your leave.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

**Copy forwarded for kind information & necessary action to:**

01. The General Manager, Central Accounts Division (Payment), Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
02. Mr. Md. Masudur Rahman (34708), Deputy General Manager, Central Accounts Division (Operation), Sonali Bank PLC, Head Office, Dhaka. He will take over the charges (as additional Charges of his present duties) of the Central Accounts Division (Payment) during the sanctioned leave period of Mr. Alamgir Kabir Chowdhury.
03. The Deputy General Manager, Central Accounts Division (Payment)/ Central Accounts Division (Operation), Sonali Bank PLC, Head Office, Dhaka.
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 PLC  
Head Office, Dhaka.

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