



সোনালী ব্যাংক পিএলসি

বিশ্বস্তায় সেবা-সেবায় আঁট

NO. HRMD/OMD/SEC-1/ 7988

Dated : 08 October 2023

Khaleda Akhter (35556)
Assistant 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.**

Dear Sir,

Please refer to the letter no. 3537 dated 13 September 2023 of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka on the above subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka South, Dhaka, the Authority has sanctioned 10 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 12 October 2023 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.
5. During your sanctioned leave period Mr. Md. Nuruzzaman, Assistant General Manager, Sonali Bank PLC. General Manager's Office, Dhaka South, Dhaka will take over the charge temporarily.

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, Dhaka South, Dhaka with a request to send us the related joining report of the above Executive specifying the date of leave availed.
02. Mr. Md. Nuruzzaman, Assistant General Manager, Sonali Bank PLC. General Manager's Office, Dhaka South, Dhaka. He will take over the charge during the sanctioned leave period of Mrs. Khaleda Akhter.
03. Immigration Officer, All Airports, Bangladesh.
- ✓ 04. 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

www.sonalibank.com.bd

হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-১) প্রধান কার্যালয়:
৩৫-৪২, ৪৪ মতিবিল বা/এ, ঢাকা-১০০০। ফোনঃ ০২-২২৩৩৮৪৫১৫, ০২-২২৩৩৮৫৫২৯
ই-মেইলঃ dgmhrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd

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বিশ্ব থেকেঃ +৮৮০৯৬১০০১৬৬৩৯