



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 9611

Dated : 30 November 2023

Kazi Alamgir Kabir (35581)  
Assistant General Manager  
Sonali Bank PLC  
Principal Office  
Dhaka East, 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. 4080 dated 14 November 2023 of Sonali Bank PLC, General Manager's Office, Dhaka Central, 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 Central, Dhaka, the Authority has sanctioned 10 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 10 December 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.

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 Central, Dhaka
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka East, Dhaka with a request to send us the related joining report of the above Executive specifying the date of leave availed.
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 Limited, Head Office, Dhaka.