



Sonali Bank PLC
Credible and Smart



NO. HRMD/OMD/SEC-1/8312

Date: 06 October, 2026

Nilufa Sultana Ruma (35659)
Passport No. A00189187
Deputy General Manager (Incumbent)
Sonali Bank PLC
Dhanmondi Corporate Branch
Dhaka, Bangladesh.

Subject : Sanction of 15 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Omrah.

Dear Sir,

Please refer to the letter no. 2588 dated 15 September, 2026 of Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of General Manager's Office, Dhaka-Central, Dhaka, the authority has sanctioned you 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with permission to visit K.S.A. for performing Holy Omrah under the following terms & conditions:

Terms & Conditions:

1. You will 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 will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issuance.
5. During your sanctioned leave period Mr. Sandip Kumar Rudra (36014), Assistant General Manager, Sonali Bank PLC, Dhanmondi Corporate Branch, Dhaka will take over the charge of the branch temporarily.

Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka with a request to send us the related joining report of the above executive specifying the tenure of leave availed.
02. Deputy General Manager (Incumbent), Sonali Bank PLC, Dhanmondi Corporate Branch, Dhaka.
03. Mr. Sandip Kumar Rudra (36014), Assistant General Manager, Sonali Bank PLC, Dhanmondi Corporate Branch, Dhaka. He will take over the charge of the branch during the sanctioned leave period of Ms. Nilufa Sultana Ruma.
04. Immigration Officer, All Airports, Bangladesh.
- ✓ 05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

Shamsuzzaman Talukder

Assistant General Manager

Sonali Bank PLC

HRMD (SEC-1/2), HQ, Dhaka

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