



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/3182

Dated : 30 April 2025

Rubyna Akter (35736)
Assistant General Manager (Incumbent)
Sonali Bank PLC
Gana Bhaban Branch
Dhaka, Bangladesh.

**Subject : Sanction of 45 days leave (outside Bangladesh) with full pay to visit
K.S.A. for performing Holy Hajj-2025.**

Sir,

Please refer to the letter no. 1349 dated 21 April 2025 of Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka Central, Dhaka, 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-2025 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-2025.
5. During your sanctioned leave period Ms. Nahida Sultana (41548), Senior Principal Officer (Joint Custodian, General), Sonali Bank PLC, Gana Bhaban Branch, Dhaka will take over the charges of the Gana Bhaban Branch, Dhaka 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 Central, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka West, Dhaka with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, Gana Bhaban Branch, Dhaka.
04. Ms. Nahida Sultana (41548), Senior Principal Officer (Joint Custodian, General), Sonali Bank PLC, Gana Bhaban Branch, Dhaka. She will take over the charges of the Gana Bhaban Branch, Dhaka during the sanctioned leave period of Mr. Rubyna Akter.
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 PLC

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