



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/5735

Dated : 14 August 2025

Ispahani Islam (35792)  
Deputy General Manager (Incumbent)  
Sonali Bank PLC  
Foreign Exchange Corporate Branch  
Dhaka, Bangladesh.

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

Sir,

Please refer to the letter no. 2653 dated 07 August 2025 of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka South, Dhaka, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 26 September 2025 or from the date of availing with a permission to visit K.S.A. for performing Holy Omrah 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. Mohammad Yasin (34626), Deputy General Manager, Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka will take over the charges of the Branch temporarily.

Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)  
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 Tenure of leave availed.
02. The Deputy General Manager (Incumbent), Sonali Bank PLC, Foreign Exchange Corporate Branch, Dhaka.
03. Mr. Mohammad Yasin (34626), Deputy General Manager, Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka. He will take over the charges of the branch during the sanctioned leave period of Mr. Ispahani Islam.
04. Immigration Officer, All Airports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).

14.08.25  
Assistant General Manager  
Shamsuzzaman Talukder  
Assistant General Manager  
Sonali Bank PLC.

HRMD (SEC-1) HO, Dhaka

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