



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 2961

Dated : 27 April 2025

Shaheeda Begum (36002)
Senior Principal Officer
Sonali Bank PLC
Railway Building Branch
Chattogram, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 867 dated 15 April 2025 of Sonali Bank PLC, General Manager's Office, Chattogram North, Chattogram on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Chattogram North, Chattogram, 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.

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, Chattogram North, Chattogram.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Chattogram Central, Chattogram.
03. The Assistant General Manager (Incumbent), Sonali Bank PLC, Railway Building Branch, Chattogram with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
04. Immigration Officer, All Airports, Bangladesh.
- ✓ 05. 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

Phone: 02-223384515, 02-223385529

E-mail: dgmrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd

Hotline: 16639
+8809610016639