



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 2051

Dated : 07 March 2024

Md Asafur Rahman (36127)
Assistant General Manager (Incumbent)
Sonali Bank PLC
Dhaka Registration Complex Branch
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. 604 dated 14 February 2024 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 13 March 2024 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.
5. During your sanctioned leave period Mr. Mohammad Rayhan Sharif (37564), Senior Principal Officer, Sonali Bank PLC, Dhaka Registration Complex Branch, Dhaka will take over the charges of the branch 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, Bangabandhu Avenue (Dhaka Central), Dhaka with a request to send us the related joining report of the above Executive specifying the date of leave availed.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, Dhaka Registration Complex Branch, Dhaka.
04. Mr. Mohammad Rayhan Sharif (37564), Senior Principal Officer, Sonali Bank PLC, Dhaka Registration Complex Branch, Dhaka. He will take over the charges of the Dhaka Registration Complex Branch, Dhaka temporarily during the sanctioned leave period of Md Asafur Rahman.
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

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Sonali Bank PLC

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