



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 1537

Dated : 19 February 2025

Mosammat Karimunnisa (36185)
Assistant General Manager
Micro Credit Division
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

Ex. Place of Posting: Govt. Accounts & Services Division, Sonali Bank PLC, Head Office, Dhaka.

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. 134 dated 13 January 2025 of Govt. Accounts & Services Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and the recommendation of Govt. Accounts & Services Division, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 15 March 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.

Yours Faithfully,

Sd/-

(Mostak Ahmed)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The Deputy General Manager, Micro Credit Division, Sonali Bank PLC, Head Office, 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, Govt. Accounts & Services Division, Sonali Bank PLC, Head Office, Dhaka.
03. Immigration Officer, All Airports, Bangladesh.
- ✓ 04. 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

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