



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 3519

Dated : 05 May 2024

Nizam Uddin Ahmed (36273)
Assistant General Manager (Incumbent)
Sonali Bank PLC
Munshiganj Branch
Munshiganj, Bangladesh.

Subject : Sanction of 45 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Hajj-2024.

Sir,

Please refer to the letter no. 1287 dated 16 April 2024 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 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-2024 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-2024.
5. During your sanctioned leave period Mr. Md. Anwarul Islam (35903), Assistant General Manager, Sonali Bank PLC, Principal Office, Munshiganj will take over the charges of the Munshiganj Branch, Munshiganj 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 South, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC. Principal Office, Munshiganj 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, Munshiganj Branch, Munshiganj.
04. Mr. Md. Anwarul Islam (35903), Assistant General Manager, Sonali Bank PLC, Principal Office, Munshiganj. He will take over the charges of the Munshiganj Branch, Munshiganj during the sanctioned leave period of Mr. Nizam Uddin Ahmed.
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
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