



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 1884

Dated : 10 March 2025

Mohammad Abubakar Siddique (36421)
Deputy General Manager (Incumbent)
Sonali Bank PLC
Laldighi Corporate Branch
Chattogram, Bangladesh.

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

Sir,

Please refer to the letter no. 318 dated 20 January 2025 of Sonali Bank PLC, General Manager's Office, Chattogram South, Chattogram on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Chattogram South, 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.
5. During your sanctioned leave period Mr. Satya Priya Barua (34803), Assistant General Manager, Sonali Bank PLC, Laldighi Corporate Branch, Chattogram will take over the charges of the Laldighi Corporate Branch, Chattogram 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, Chattogram South, Chattogram.
02. Deputy General Manager (Incumbent), Sonali Bank PLC, Laldighi Corporate Branch, Chattogram with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
03. Mr. Satya Priya Barua (34803), Assistant General Manager, Sonali Bank PLC, Laldighi Corporate Branch, Chattogram. He will take over the charges of the Laldighi Corporate Branch, Chattogram during the sanctioned leave period of Mr. Mohammad Abubakar Siddique.
04. Immigration Officer, All Airports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

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Assistant General Manager
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