



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 2055

Dated : 06 March 2024

Muhammad Nurul Islam (36619)
Assistant General Manager (Incumbent)
Sonali Bank PLC
Ghatail Branch
Tangail, 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. 163 dated 06 February 2024 of Sonali Bank PLC, General Manager's Office, Jamalpur on the above subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Jamalpur, the Authority has sanctioned 10 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 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. Md. Saiful Islam (43831), Senior Principal Officer, Sonali Bank PLC, Ghatail Branch, Tangail 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, Jamalpur.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Ghatail-Tangail 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, Ghatail Branch, Tangail.
04. Mr. Md. Saiful Islam (43831), Senior Principal Officer, Sonali Bank PLC, Ghatail Branch, Tangail. He will take over the charges of the Ghatail Branch, Tangail temporarily during the sanctioned leave period of Mr. Muhammad Nurul Islam.
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
Sonali Bank PLC
Head Office, Dhaka