



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 1948

Dated : 13 March 2025

A.B.M. Iqbal Hossain (37159)  
Assistant General Manager (Incumbent)  
Sonali Bank PLC  
Greater Road Branch  
Rajshahi, Bangladesh.

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit religious & historical Places of U.A.E., Egypt & K.S.A. as well as performing Holy Omrah.**

Dear Sir,

Please refer to the letter no. 716 dated 23 February 2025 of Sonali Bank PLC, General Manager's Office, Rajshahi on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Rajshahi, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 20 March 2025 or from the date of availing with a permission to visit religious & historical places of U.A.E., Egypt & K.S.A. as well as 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.
5. During your sanctioned leave period Mr. Md. Omor Faruk (41510), Senior Principal Officer, Sonali Bank PLC, Greater Road Branch, Rajshahi 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, Rajshahi.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Rajshahi with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
03. The Assistant General Manager (Incumbent), Sonali Bank PLC, Greater Road Branch, Rajshahi.
04. Mr. Md. Omor Faruk (41510), Senior Principal Officer, Sonali Bank PLC, Greater Road Branch, Rajshahi. He will take over the charges of the branch during the sanctioned leave period of Mr. A.B.M. Iqbal Hossain.
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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