



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 2706

Dated : 02 April 2024

B M Faozul Kabir (37526)  
Senior Principal Officer (Manager)  
Sonali Bank PLC  
Armanitola Branch  
Dhaka, 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. 1093 dated 27 March 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 10 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 10 April 2024 or 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. Zayed Al Habib (45393), Senior Officer (Joint Custodian, General), Sonali Bank PLC, Armanitola Branch, Dhaka will take over the charges (as additional Charges of his present duties) of the Branch temporarily.

Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)  
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, Dhaka South, Dhaka with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. Manager, Sonali Bank PLC, Armanitola Branch, Dhaka.
04. Mr. Md. Zayed Al Habib (45393), Senior Officer (Joint Custodian, General), Sonali Bank PLC, Armanitola Branch, Dhaka. He will take over the charges (as additional Charges of his present duties) of the branch during the sanctioned leave period of Mr. B M Faozul Kabir.
05. Immigration Officer, All Airports, Bangladesh.
06. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager  
Shamsuzzaman Talukder  
Assistant General Manager  
Sonali Bank PLC.  
HRMD (Management Division) Dhaka

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