



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/5737

Dated : 14 August 2025

Md Prince Parvez (37604)
Assistant General Manager (Incumbent)
Sonali Bank PLC
Bakergonj Branch
Barishal, Bangladesh.

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Omrah.**

Dear Sir,

Please refer to the letter no. 2656 dated 29 July 2025 of Sonali Bank PLC, General Manager's Office, Barishal on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Barishal, the Authority has sanctioned 15 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 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. Jahidul Islam (37982), Senior Principal Officer, Sonali Bank PLC, Bakergonj Branch, Barishal will take over the charges 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, Barishal.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Barishal East, Barishal 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, Bakergonj Branch, Barishal.
04. Mr. Md. Jahidul Islam (37982), Senior Principal Officer, Sonali Bank PLC, Bakergonj Branch, Barishal. He will take over the charges of the branch during the sanctioned leave period of Mr. Md Prince Parvez.
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 (SEC-1) HO, Dhaka.

14.08.25