



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 2826

Dated : 22 April 2025

Zannatun Naher (37711)
Senior Principal Officer (Joint Custodian, General)
Sonali Bank PLC
Mymensingh Business Centre Branch
Mymensingh, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 632 dated 08 April 2025 of Sonali Bank PLC, General Manager's Office, Mymensingh on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Mymensingh, 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. Waki Billah (37056), Senior Principal Officer, Sonali Bank PLC, Mymensingh Business Centre Branch, Mymensingh will take over the charges of Joint Custodian (General) 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, Mymensingh.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Mymensingh.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, Mymensingh Business Centre Branch, Mymensingh with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
04. Mr. Waki Billah (37056), Senior Principal Officer, Sonali Bank PLC, Mymensingh Business Centre Branch, Mymensingh. He will take over the charges of Joint Custodian (General) of the branch during the sanctioned leave period of Ms. Zannatun Naher.
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

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