



সোনালী ব্যাংক পিএলসি

বিশ্বস্তায় সেবা-সেবায় স্মার্ট

NO. HRMD/OMD/SEC-1/ 7788

Dated : 05 October 2023

S M Habibur Rahman (37753)
Senior Principal Officer
Sonali Bank Training Institute
Khulna, 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. 3003 dated 11 September 2023 of Sonali Bank PLC, General Manager's Office, Khulna on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Khulna, 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 Mrs. Nazmun Nahar (37625), Senior Principal Officer, Sonali Bank Training Institute, Khulna will take over the charges of the Training Institute 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, Khulna.
02. The Assistant General Manager (Chief Instructor), Sonali Bank Training Institute, Khulna with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. Mrs. Nazmun Nahar (37625), Senior Principal Officer, Sonali Bank Training Institute, Khulna. She will take over the charges of the Training Institute during the sanctioned leave period of Mr. S M Habibur Rahman.
04. Immigration Officer, All Airports, Bangladesh.
- ✓ 05. 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.