



সোনালী ব্যাংক পিএলসি

বিশ্বস্তায় সেবা-সেবায় আঁট

NO. HRMD/OMD/SEC-1/ 7989

Dated : 08 October 2023

Md Zamil Mahmud (38043)
Senior Principal Officer (Manager)
Sonali Bank PLC.
Nandigram Branch
Bogura, 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. 395 dated 14 September 2023 of Sonali Bank PLC, General Manager's Office, Bogura on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Bogura, the Authority has sanctioned 10 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 15 October 2023 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. Musfiquir Rahman (50698), Senior Officer, Sonali Bank PLC. Nandigram Branch, Bogura 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, Bogura.
02. The Deputy General Manager, Sonali Bank PLC. Principal Office, Bogura 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. Nandigram, Bogura.
04. Mr. Md. Musfiquir Rahman (50698), Senior Officer, Sonali Bank PLC. Nandigram Branch, Bogura. He will take over the charges of the branch during the sanctioned leave period of Mr. Md Zamil Mahmud.
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. Head Office, Dhaka
www.sonalibank.com.bd

হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-১) প্রধান কার্যালয়:

৩৫-৪২, ৪৪ মতিঝিল বা/এ, ঢাকা-১০০০। ফোনঃ ০২-২২৩৩৮৪৫১৫, ০২-২২৩৩৮৫৫২৯

ই-মেইলঃ dgmhrmd@sonalibank.com.bd, sblhrmd1@sonalibank.com.bd

ফ্যাক্স নং ১৬৬৩৯

বিশ্ব থেকে +৮৮০৯৬১০০১৬৬৩৯