



সোনালী ব্যাংক পিএলসি
বিশ্বস্ত ও স্মার্ট

NO. HRMD/OMD/SEC-1/ 8975

Dated : 12 November 2023

Humaira Sultana (38105)
Senior Principal Officer
External Audit Compliance Division
Sonali Bank PLC
Head Office
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. 534 dated 29 October 2023 of External Audit Compliance Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and the recommendation of External Audit Compliance Division, the Authority has sanctioned 10 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 23 November 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.

Yours Faithfully,

Sd/-

(Masud Ahmed Khan)
Assistant General Manager

Copy forwarded for kind information & necessary action to

01. The Deputy General Manager, External Audit Compliance Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
02. Immigration Officer, All Airports, Bangladesh.
03. EDP Copy (To upload the letter on Bank's website).


Assistant General Manager
Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.