



সোনালী ব্যাংক পিএলসি  
বিশ্বস্ত ও আর্ট

NO. HRMD/OMD/SEC-1/ 8956

Dated : 09 November 2023

Mohammad Abu Sayem (38121)  
Senior Principal Officer  
International Trade Finance 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. 2610 dated 01 October 2023 of International Trade Finance 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 International Trade Finance Division, the Authority has sanctioned 10 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 25 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/-

(Mostak Ahmed)

Assistant General Manager

**Copy forwarded for kind information & necessary action to**

01. The Deputy General Manager, International Trade Finance 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

**MOSTAK AHMED**  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank Limited, Head Office, Dhaka.