



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 3520

Dated : 05 May 2024

Mst Nahid Sultana (38541)
Senior Principal Officer (Manager)
Sonali Bank PLC.
Mirpur Cantonment Branch
Dhaka, Bangladesh.

Subject : **Sanction of 45 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Hajj-2024.**

Dear Sir,

Please refer to the letter no. 605 dated 18 April 2024 of Sonali Bank PLC, General Manager's Office, Dhaka North, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka North, Dhaka, 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-2024 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-2024.
5. During your sanctioned leave period Mr. Md. Raquibul Alam (41780), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Mirpur Cantonment Branch, Dhaka 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, Dhaka North, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Mirpur, Dhaka 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, Mirpur Cantonment Branch, Dhaka.
04. Mr. Md. Raquibul Alam (41780), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Mirpur Cantonment Branch, Dhaka. He will take over the charges of the branch during the sanctioned leave period of Mst Nahid Sultana.
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.

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