Sonali Bank PLC
Credible & Smart

No. HRMD/SEC-6/L_OUTSIDE/JOC/8641 Dated:01 November, 2026

MOHAMMAD ABDUL AWAL (G-40743)
JUNIOR OFFICER (CASH)
(Passport No: A17467465)
Sonali Bank PLC
Principal Office
Naogan.

Subject: Sanction of 15 (Fifteen) days' leave (Outside Bangladesh) with full pay to visit K.S.A for performing holy Umrah.

Dear Sir

We have the pleasure to advise that, in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Rajshahi, vide their letter no 3410 dated 22-09-2026 the competent authority has sanctioned 15(Fifteen) days' leave with full pay (Outside Bangladesh) including transit period and government weekly holidays, from the date of availing the leave with permission to visit K.S.A for performing holy Umrah subject to the following terms & conditions:

Conditions:

1) You shall bear all expenses related to the proposed visit. There will be no financial involvement of Sonali Bank PLC or The Government of the People's Republic of Bangladesh.
2) The sanctioned 'Leave outside Bangladesh' shall be adjusted against your earned leave.
3) You shall not remain outside Bangladesh beyond the sanctioned period.
4) This sanction letter shall remain valid for a period of 3 (Three) months from the date of its issuance.

Yours faithfully
Sd/-
(Kazi Arif Iqbal)
Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager (Incharge), Sonali Bank PLC, General Manager's Office, Rajshahi.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Naogan.
3. Immigration Officer, All Airports/Land ports, Bangladesh.
4. Website Copy/Master Copy/Office Copy.

01.11.2026
Assistant General Manager

KAZI ARIF IQBAL (G-37323)
Assistant General Manager
HRMD, Section-5, 6, 7 & 8
Sonali Bank PLC
Head Office, Dhaka.