



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/5063

Dated : 22 July 2025

Mst Nahida Sultana (41548)
Senior Principal Officer (Joint Custodian, General)
Sonali Bank PLC
Gana Bhaban Branch
Dhaka, Bangladesh.

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Omrah.**

Dear Sir,

Please refer to the letter no. 2152 dated 02 July 2025 of Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka Central, Dhaka, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 26 July 2025 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. Shariful Islam (39922), Principal Officer, Gana Bhaban Branch, Dhaka will take over the charges of Joint Custodian (General) 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 Central, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka West, Dhaka.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, Gana Bhaban Branch, Dhaka with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
04. Mr. Md. Shariful Islam (39922), Principal Officer, Sonali Bank PLC, Gana Bhaban Branch, Dhaka. He will take over the charges of Joint Custodian (General) of the branch during the sanctioned leave period of Mst Nahida Sultana.
05. Immigration Officer, All Airports, Bangladesh.
06. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

MOSTAK AHMED

www.sonalibank.com.bd
Human Resource Management Division (Sec-1), Head Office, 34-42, 44, Motijheel C/A, Dhaka-1000
Sonali Bank PLC
Head Office, Dhaka
Email: dgmhrmd@sonalibank.com.bd, sb1.hrmd1@sonalibank.com.bd

Phone: 02-223384515, 02-223385529

Hotline: 16639
+8809610016639