



Sonali Bank PLC
Credible and Smart



NO. HRMD/OMD/SEC-1/7833

Date: 23 September, 2026

Md Anwar Hossain (42478)
Passport No. A09908130
Senior Principal Officer (Joint Custodian, General)
Sonali Bank PLC
Kawran Bazar 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. 2563 dated 10 September, 2026 of Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of General Manager's Office, Dhaka-Central, Dhaka, the competent authority has sanctioned you 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with permission to visit K.S.A. for performing Holy Omrah under the following terms & conditions:

Terms & Conditions:

1. You will 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 will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issuance.
5. During your sanctioned leave period Mr. Md. Abdul Khalek Sarder (37463), Senior Principal Officer, Kawran Bazar Branch, Dhaka will take over the charge of Joint Custodian (General) of the branch temporarily.

Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka-Central, Dhaka.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, Kawran Bazar 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. Abdul Khalek Sarder (37463), Senior Principal Officer, Kawran Bazar Branch, Dhaka. He will take over the charge of Joint Custodian (General) of the branch during the sanctioned leave period of Mr. Md Anwar Hossain.
05. Immigration Officer, All Airports, Bangladesh.
- ✓ 06. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

www.sonalibank.com.bd	Human Resource Management Division (Sec-1), Head Office, 35-42/44, Motijheel C/A, Dhaka-1000 Phone: 02-223384515, 02-223385329 E-mail: dgmhrmd@sonalibank.com.bd, sbl.hrmd@sonalibank.com.bd	Hotline: 16639 +8809610016639
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