



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 2264

Dated : 11 March 2024

S M Atiqur Rahman (42852)
Senior Principal Officer (Joint Custodian, General)
Sonali Bank PLC
Naogaon Branch
Naogaon, 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. 733 dated 03 March 2024 of Sonali Bank PLC, General Manager's Office, Rajshahi on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Rajshahi, the Authority has sanctioned 10 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 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. Gojendranath Pk. (41144), Principal Officer, Naogaon Branch, Naogaon will take over the charges (as additional Charges of his present duties) 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, Rajshahi.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Naogaon.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, Naogaon Branch, Naogaon with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
04. Mr. Gojendranath Pk. (41144), Principal Officer, Sonali Bank PLC, Naogaon Branch, Naogaon. He will take over the charges (as additional Charges of his present duties) of Joint Custodian (General) of the branch during the sanctioned leave period of Mr. S M Atiqur Rahman.
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
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