



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 1835

Dated : 28 February 2024

Zahir Uddin Babar (43808)  
Senior Principal Officer (Manager)  
Sonali Bank PLC  
Zamindarhat Branch  
Noakhali, 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. 207 dated 05 February 2024 of Sonali Bank PLC, General Manager's Office, Noakhali on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Noakhali, 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. Md. Samsul Islam Chowdhury (46758), Senior Officer (IT), Sonali Bank PLC, Zamindarhat Branch, Noakhali 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, Noakhali.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Noakhali 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, Zamindarhat Branch, Noakhali.
04. Mr. Md. Samsul Islam Chowdhury (46758), Senior Officer (IT), Sonali Bank PLC, Zamindarhat Branch, Noakhali. He will take over the charges of the branch during the sanctioned leave period of Mr. Zahir Uddin Babar.
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