Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO -22206 /8917
Date: 05 November 2026

MD BADI UZ ZAMAN MAMUN (G-45975)
Passport No. A22934450
Senior Officer
Sylhet Cantonment Branch, Sylhet
Bangladesh.

Subject : Sanction of 15 (Fifteen) days' leave outside Bangladesh with full pay to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA).

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Manager's Office, Sylhet vide their letter no. 2740 dated 15 October 2026, the authority has sanctioned 15 (Fifteen) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA) under the following terms and conditions:

(1) This sanctioned leave will be treated as leave outside Bangladesh only to perform the Holy Umrah;
(2) You will have to bear all expenses for the proposed visit;
(3) There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh;
(4) Staying abroad over the sanctioned leave will not be allowed; and
(5) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully
Sd/ -
(Mahfuja Ferdous)
Assistant General Manager
Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC. General Manager's Office, Syhlet.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Syhlet-North, Syhlet.
03. Manager, Sonali Bank PLC, Sylhet Cantonment Branch, Sylhet with a request to send us the related joining report of the above officer specifying the tenure of leave availed.
04. Immigration Officer, All International Airports/Landports of Bangladesh.

Assistant General Manager

Mahfuja Ferdous
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.

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