



SONALI BANK PLC
Credible & Smart

NO.HO/HRMD/OMD/SEC-4/(PF-24441)/9139

Dated : 20 November, 2023

MD. HASAN IMAM SHEHAB (G-46823)

(Passport No-A12260464)

Officer (IT)

Sonali Bank PLC.

Principal Office,

Bangabandhu Avenue (Dhaka Central), Dhaka.

Subject : Sanction of 10 (Ten) Days Leave (Outside Bangladesh) with full pay to visit Kingdom of Saudi Arabia (KSA) for Performing Holy Umrah.

Dear Sir,

Reference may please be made the letter No. 3880 dated the 31 October, 2023 of General Manager's Office, Dhaka-Central, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-Central, Dhaka the authority has sanctioned **10 (Ten)** days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit Kingdom of Saudi Arabia (KSA) for Performing Holy Umrah under the following terms & conditions:-

- a) You will have to bear all expense of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- b) The Period of travelling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) This sanctioned letter will remain valid for 03(three) months from date of issue.

Yours faithfully,

Sd/-

(Masud Ahmed Khan)

Assistant General Manager

Phone :+88-02-223385529

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, Bangabandhu Avenue (Dhaka Central), Dhaka, **with a request to send the joining report of the related officer specifying the date of leave availment.**
03. Immigration Officer, All Airports/All Land Ports, Bangladesh.
04. Personal File/Confidential File/Master Copy.


Assistant General Manager

Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.

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