



SONALI BANK PLC
Credible & Smart

NO.HO/HRMD/OMD/SEC-4/(PF-29307)/5406

Dated : 12 August, 2025

ADNAN RAJIB TOHA (G-51261)

(Passport No-A08757733)

Officer (IT)

Sonali Bank PLC

Principal Office, Mirpur,

Dhaka.

Subject : Sanction of 15 (Fifteen) Days Leave (Outside Bangladesh) with full pay to with permission to visit Saudi Arabia for Performing the Holy Umrah.

Dear Sir,

With reference to your application dated 30 June 2025 on the above-mentioned subject.

We would like to inform you that, in consideration of your application and the recommendation of the General Manager's Office, Dhaka North, Dhaka, the authority has sanctioned 15 (Fifteen) days of leave (outside Bangladesh) with full pay from the date of availing, with permission to visit Saudi Arabia for Performing the Holy Umrah, under the following terms and conditions:

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 :+8802223384515

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka North, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Mirpur, 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.

www.sonali bank.com.bd

Human Resource Management Division (Sec-4), Head Office, 35-42,44 Motijheel Commercial Area, Dhaka. Phone: 02223384515,

Email: sbl.hrmd4@sonalibank.com.bd

Hotline:16639. From
Abroad:+880910016639