



Sonali Bank PLC.

বিশ্বস্তায় সেবা-সেবায় স্মার্ট

No.HRMD/SEC-3/PF/SO-20308/7958

Date : 23 October 2023

MASHIUR RAHMAN (G-44419)

Passport No. A01309087

Senior Officer

Sonali Bank PLC.

Narsingdi Branch, Narsingdi

Bangladesh.


Subject : Sanction of 10 (Ten) 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, Dhaka South, Dhaka vide their letter no-3582 dated 18 September 2023 the authority has sanctioned 10 (Ten) 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


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

Human Resource Management Division(Sec-3)
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Yours faithfully

Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC. General Manager's Office, Dhaka South, Dhaka.
 02. Deputy General Manager, Sonali Bank PLC. Principal Office, Narsingdi.
 03. Manager, Sonali Bank PLC. Narsingdi Branch, Narsingdi. They are requested to send his joining report after avail of leave.
 04. Immigration Officer, All International Airports/Landports of Bangladesh.
- Master Copy /Personal File/Office Copy.


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

Human Resource Management Division(Sec-3)

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