Sonali Bank PLC. Credible and Smart

No.HRMD/SEC-3/PF/SO-16632/817 Date: 30 January 2024

NURA ORA (G-39802) Passport No. A12313148 Principal Officer Sonali Bank PLC. Mirpur Section-1, Corporate Gread-2 Branch, Dhaka Bangladesh.

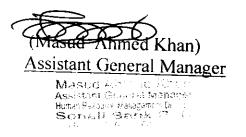
Subject : Sanction of 10 (Ten) days' leave outside Bangladesh with full pay to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA).

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 North, Dhaka vide their letter no-03 dated 28 December 2023 the authority has sanctioned10 (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:

- 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;
 (1) Sonali Bank PLC./Government of Sonal
- (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



Human Resource Management Division(Sec-3) Head Office, Motijheel C/A. Dhaka-1000. Bangladesh. Phone : 88-02-9551121 E-Mail : <u>dgmhrmd@sonalibank.com.bd</u>, <u>sbl.hrmd3@sonalibank.com.bd</u>

Hot Line: ১৬৬০৯ Overseas +8809610016639 www: sonalibank.com.bd



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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 North, Dhaka.
- 02. Deputy General Manager, Sonali Bank PLC. Principal Office, Mirpur, Dhaka.
- 03. Assistant General Manager, Mirpur Section-1. Corporate Gread-2 Branch, Dhaka. They are requested to send his joining report after avail of leave.
- 04. Immigration Officer, All International Airports/Landports of Bangladesh.

Assistant General Managenali Bank PLC

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