



**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 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.  
Dhaka

Human Resource Management Division(Sec-3)  
Head Office, Motijheel C/A. Dhaka-1000. Bangladesh.

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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.

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

Assistant General Manager

Human Resource Management Division(Sec-3)

Head Office, Motijheel C/A. Dhaka-1000. Bangladesh.

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