



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-27946)/5530

Date : 24 August, 2025

ARIF UDDIN (G-43701)
(Passport No- A18004273)
Principal Officer
Sonali Bank PLC
Feni Branch, Feni
Bangladesh.

Subject : Sanction of 15 (Fifteen) days' leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Umrah.

Dear Sir,

Please refer to the letter no 1115 dated 04 August, 2025 of Sonali Bank PLC, General Manager's Office, Noakhali on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Noakhali, the Authority has sanctioned 15 (Fifteen) days' leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with permission to visit K.S.A for performing Holy Umrah under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/ Government of People's Republic of Bangladesh.
- The period of travelling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours faithfully,

Sd/-

(Mostak Ahmed)
Assistant General Manager
Phone: +8802223385529

Copy forwarded for kind information & necessary action to:

- General Manager, Sonali Bank PLC, General Manager's Office, Noakhali.
- Deputy General Manager, Sonali Bank PLC, Principal Office, Feni.
- Assistant General Manager, Sonali Bank PLC, Feni Branch, Feni with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports/All Land Ports Bangladesh.
- Website Copy.

Assistant General Manager

MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka

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