

**SONALI BANK PLC***Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-17329)/9498

Dated : 05 DECEMBER, 2023**MOHAMMAD KAMAL UDDIN (G-32954)**

(Passport No-EE 0870370)

Principal Officer (JC General)

Sonali Bank PLC.

Habiganj Branch, Habiganj

Bangladesh.

Subject : Sanction of 10 (Ten) days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Umrah Hajj.

Dear Sir,

Reference may please be made to the letter No.2858 dated the 29 November, 2023 of Sonali Bank PLC. General Manager's Office, Sylhet on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC. General Manager's Office Sylhet the authority has sanctioned 10 (Ten) days leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission to visit K.S.A. for performing Holy Umrah Hajj under the following terms & conditions:-

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh.
2. The Period of travelling will be adjusted from earned leave.
3. Staying abroad over the sanctioned leave is strictly prohibited.
4. This sanctioned letter will remain valid for 03(three) months from the date of issue.
5. Mr.Muhammad Arifuzzaman Chowdhury (42197), Principal Officer, Sonali Bank PLC. Habiganj Branch, Habiganj will take over the charges of JC General during your sanctioned leave period.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank PLC. General Manager's Office, Sylhet.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Habiganj.
03. Manager, Sonali Bank PLC. Habiganj Branch, Habiganj with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. Mr.Muhammad Arifuzzaman Chowdhury (42197), Principal Officer, Sonali Bank PLC. Habiganj Branch, Habiganj. He will take over the charges of JC General of the Branch during the sanctioned leave period of Mr.Mohammad Kamal Uddin.

06. Website Copy

Assistant General Manager**MOSTAK AHMED**

Assistant General Manager

Human Resource Management Division

Sonali Bank Limited, Head Office, Dhaka.

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