



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

NO.HO/HRMD/OMD/SEC-2/(PF-30572)/2234

Dated : 18 MARCH, 2024

MOHAMMAD ABDUL MANNAN (G-38848)  
(Passport No- A 04339542)  
Principal Officer  
Sonali Bank PLC  
Nandail Branch, Mymensingh  
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.457 dated the 29 February, 2024 of Sonali Bank PLC, General Manager's Office, Mymensingh on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Mymensingh 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:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- The Period of traveling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned 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:-

01. General Manager, Sonali Bank PLC, General Manager's Office, Mymensingh.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Mymensingh.
03. Immigration Officer, All Airports/All Land Ports, Bangladesh.
04. Manager, Sonali Bank PLC, Nandail Branch, Mymensingh with a request to send us the related joining report of the above officer specifying the date of leave availed.
05. Website Copy

Assistant General Manager

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

www: sonalibank.com.bd

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