

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

NO.HO/HRMD/OMD/SEC-2/(PF-14137)/7897

Dated : 09 OCTOBER,2023

MD MURSHEDUL ALAM (G-37245)

(Passport No-A 04667959)

Principal Officer (JC General)

Sonali Bank PLC.

Chakaria Branch, Cox's Bazar

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.275 dated the 17 September, 2023 of Sonali Bank PLC. General Manager's Office, Chattogram-South, Chattogram on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC. General Manager's Office, Chattogram-South, Chattogram the authority has sanctioned 10 (Ten) days leave (outside Bangladesh) with full pay 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:-

- General Manager, Sonali Bank PLC. General Manager's Office, Chattogram-South, Chattogram. As per Principal Office, Cox's Bazar proposal's Mr.Md. Moyin Uddin (40744), Senior Officer (Cash), Chakaria Branch, Cox's Bazar will hold the charge of JC General temporarily on leave of Mr. Md. Murshedul Alam.
- Deputy General Manager (Incharge), Sonali Bank PLC.Principal Office, Cox's Bazar.
- Manager, Sonali Bank PLC. Chakaria Branch, Cox's Bazar 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.
- Mr.Md. Moyin Uddin (40744), Senior Officer (Cash), Sonali Bank PLC. Chakaria Branch, Cox's Bazar.
- Website Copy.

Assistant General Manager

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

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