



**Sonali Bank PLC.**  
*Credible and Smart*

No.HRMD/SEC-3/PF/SO-21187/3252

Date : 02 May 2024

MD AMINUL ISLAM (G-34391)  
Passport No. A05767618  
Senior Officer(IT)  
Sonali Bank PLC  
Surjadee Bazar Branch, Sherpur  
Bangladesh.

**Subject : Sanction of 45 (Forty Five) days' leave outside Bangladesh with full pay to perform the "Holy Hajj -2024" 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, Jamalpur vide their letter no. 487 dated 28 April 2024, the authority has sanctioned 45 (Forty Five) 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 Hajj-2024" 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 Hajj-2024;
- (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

Sd/ -

(Masud Ahmed Khan)  
Assistant General Manager

**Copy forwarded for kind information & necessary action:**

01. General Manager, Sonali Bank PLC, General Manager's Office, Jamalpur.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Sherpur.
03. Manager, Sonali Bank PLC, Surjadee Bazar Branch, Sherpur. They are requested to send his joining report after avail of leave.
04. Md. Rafiqul islam (G-38835), Principal Officer, Sonali Bank PLC. Nakhla Branch, Sherpur. He will take over the charge (as additional Charges of his present duties) of the branch during the sanctioned leave period of Md Aminul Islam.
05. Immigration Officer, All International Airports/Landports of Bangladesh.

Assistant General Manager

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

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

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