



**SONALI BANK PLC.**

*Credible & Smart*

No. HRMD/SEC-6/OUTSIDE/JO Cash/8544/8531

Dated: 12 November, 2023

Md Imtiaz Hossain (G-41066)  
Junior Officer (Cash)  
(Passport No: A07165846)  
Sonali Bank PLC  
Foreign Exchange Corporate Branch  
Dhaka.

**Subject: Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit Saudi Arabia to perform Holy Omrah Hajj.**

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dhaka-South, Dhaka vide their letter no 3910 dated 11-10-2023 the authority has sanctioned 10 (Ten) days leave with full pay (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit Saudi Arabia to perform Holy Omrah Hajj under the following terms & conditions:

**Conditions:**


- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC / Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,  
Sd/-

(Israt Jahan)  
Assistant General Manager

Copy forwarded for kind information & necessary action:

1. Deputy General Manager, General Manager's Office, Dhaka-South, Dhaka .Sonali Bank PLC .
2. Deputy General Manager, Foreign Exchange Corporate Branch, Sonali Bank PLC, Dhaka. with a request to send us the related joining report of the above staff specifying the date of leave availed.
3. Immigration Officer, All Airport / All Land port, Bangladesh.
4. Website Copy.
5. Personal File.

  
Assistant General Manager  
**Israt Jahan**  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC.  
Head Office, Dhaka.