



No. HRMD/SEC-5/ABROAD_Hajj/SOC-9754/3005

Date: 30 April, 2025

IRIN SULTANA (G-42315)

Senior Officer Cash

(Passport No: A16712605)

Sonali Bank PLC

Halishahar Housing Estate Branch, Chattogram.

Subject: Sanction of 45 (Forty Five) days leave (Outside Bangladesh) with full pay to perform Holy Hajj in the Kingdom of Saudi Arabia.

Dear Sir,

We have the pleasure to advise that, in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Chattogram-South, Chattogram vide their letter no 660 dated 23/04/2025, the authority has approved 45 (Forty Five) days earned leave with full pay as leave outside Bangladesh from the date of commencement of leave (including travel time/weekly holidays or government holidays) to visit the Kingdom of Saudi Arabia for performing Holy Hajj under the following terms & conditions:

Terms and Conditions:

- You will have to bear all expenses of the proposed visit. There will be no financial involvement of Government of Bangladesh or Sonali Bank PLC.
- Your travelling time will be treated as leave outside Bangladesh. The leave will have to be adjusted with your earned leave on average pay.
- You will not be allowed to stay abroad for more than the approved period.
- The leave will have to be commenced within 03 (three) months. Otherwise the leave will be void.

Yours faithfully,


Sd/-

(Sultana Razia)

Assistant General Manager

Copy forwarded for kind information & necessary action (not according to seniority):

- General Manager, Sonali Bank PLC, General Manager's Office, Chattogram-South, Chattogram.
- Deputy General Manager, Sonali Bank PLC, Principal Office, Chattogram-South, Chattogram: Please send the joining report of the related officer specifying the date of leave availed in due time.
- Immigration Officer, All International Airport, All Land port, Bangladesh.
- Manager, Sonali Bank PLC. Halishahar Housing Estate Branch, Chattogram.
- Personal File/Master Copy.


30.04.2025
Assistant General Manager
Sultana Razia
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC.
Head Office, Dhaka.