



Sonali Bank PLC

Credible and Smart



No. HRMD/SEC-5/UMRAH_KSA/SOC-13788/8493

Date: 15/10/2026

KAMRUL MOSTOFA RUMON

Index No. G-49934

Senior Officer Cash

Passport No: A12831595

Sonali Bank PLC

B. I. S. E. Branch, Dhaka.

Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit The Kingdom of Saudi Arabia for performing Holy Umrah.

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-Central, Dhaka vide their letter no. 2740, dated 30/09/2026 the competent authority has approved 15 (Fifteen) days earned leave with full pay (Outside Bangladesh) from the date of availing the leave (including travel time/weekly holidays or government holidays) to visit The Kingdom of Saudi Arabia for performing Holy Umrah under the following terms & conditions:

- 1) You shall bear all the expenses related to the proposed visit. There will be no financial involvement of The Government of the People's Republic of Bangladesh or Sonali Bank PLC.
- 2) The sanctioned leave will be adjusted against earned leave.
- 3) Overstaying beyond the sanctioned period is strictly prohibited.
- 4) This sanction letter shall be remain valid for a period of 3 (three) months from the date of issuance.

Yours faithfully


(Kazi Arif Iqbal)

Assistant General Manager

Kazi Arif Iqbal
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.



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Yours faithfully

Signed

(Kazi Arif Iqbal)

Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Ramna, Dhaka is requested to send the joining report of the concerned officer mentioning the actual date of leave availed.
3. Assistant General Manager, Sonali Bank PLC, B. I. S. E. Branch, Dhaka. In pursuance of the recommendation of General Manager's Office, Dhaka-Central, Dhaka and approval of the competent authority, Ms. Runa Akther, G-49344 will take over the charge temporarily during the leave period of Mr. Kamrul Mostofa Rumon, G-49934.
4. Immigration Officer, All Airports/All Land ports, Bangladesh.
5. Office Copy/ Master Copy/ Web Portal Copy.


15.10.2026
Assistant General Manager
Kazi Arif Iqbal
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.

www.sonalibank.com.bd

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