



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-36303)/3322

Date : 12 May, 2025

LABONI AKHTER (G-43031)

(Passport No- A08794215)

Principal Officer

Sonali Bank PLC

Moghbazar Branch, Dhaka

Bangladesh.

Subject : Sanction of 45 (Forty Five) day's leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Hajj-2025.

Dear Sir,

Please refer to the letter no 1419 dated 29 April, 2025 of Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka, the Authority has sanctioned 45 (Forty Five) days' leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with permission to visit K.S.A for performing Holy Hajj-2025 under the following terms & conditions:-

- a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- b) The period of travelling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) This sanctioned letter will be valid only for performing Holy Hajj-2025.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka East, Dhaka.
03. Assistant General Manager, Sonali Bank PLC, Moghbazar Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. Website Copy.

Assistant General Manager

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

www: sonalibank.com.bd

Human Resource Management Division, Officer Management Department
(Section-2), Head Office: 35-42, 44 Motijheel C/A, Dhaka-1000.
Phone: 02-223384515, 02-223385529, Ext-3233, 3241
E-mail : dgmhrmd@sonalibank.com.bd, sbipmd2@sonalibank.com.bd

Hot Line: 16639
From Abroad:
+8809610016639