



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-16816)/2877

Date : 24 April, 2025

MOHAMMAD ABU SAYED ZADED (G-41395)

(Passport No- A 08826536)

Principal Officer (JC General)

Sonali Bank PLC

Tejgaon Industrial Area Branch, Dhaka

Bangladesh.

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

Dear Sir,

Please refer to the letter no 1127 dated 25 March, 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:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- The period of travelling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanction letter will be valid only for performing Holy Hajj-2025.
- During the leave period, Mr. Sujan Kumar Sarker (G-39333), Principal Officer, Sonali Bank PLC, Tejgaon Industrial Area Branch, Dhaka will take over the charges and perform the role of JC General of the branch temporarily in addition to his own duties.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to :-

- General Manager, Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka.
- Deputy General Manager, Sonali Bank PLC, Principal Office, Bangabandhu Avenue (Dhaka-Central), Dhaka.
- Assistant General Manager, Sonali Bank PLC, Tejgaon Industrial Area Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Mr. Sujan Kumar Sarker (G-39333), Principal Officer, Sonali Bank PLC, Tejgaon Industrial Area Branch, Dhaka will take over the charges and perform the role of JC General of the branch temporarily in addition to his own duties during the leave period of Mr. Mohammad Abu Sayed Zaded.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Website Copy.

Assistant General Manager

MOSTAK AHMED

Assistant General Manager

Human Resource Management Division

Sonali Bank PLC

Head Office, Dhaka

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
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