Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-2/(PF-18871)/8393 Date: 15 October, 2026

MD GAFFER UDDIN (G-42120)
Passport No- A23819342
Principal Officer (Manager)
Sonali Bank PLC
Subidkhali Branch
Patuakhali, Bangladesh.

Subject: Sanction of 15 days' leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Umrah.

Dear Sir,

Please refer to the letter no. 3186 dated 05 October, 2026 of Sonali Bank PLC, General Manager's Office, Barishal on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of Sonali Bank PLC, General Manager's Office, Barishal, the competent Authority has sanctioned you 15 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 Umrah under the following terms & conditions:

Terms & Conditions:

1. You will bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of the People's Republic of Bangladesh.
2. The period of travelling will be adjusted from earned leave.
3. Over stay will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issuance.
5. During the leave period, Mr. Md. Arif Hossain (G-43585), Senior Officer (Cash), Sonali Bank PLC, Subidkhali Branch, Patuakhali will take over the charges and perform the role of manager of Subidkhali Branch, Patuakhali temporarily.

Yours Faithfully,

Sd/-
(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. General Manager, Sonali Bank PLC, General Manager's Office, Barishal.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Patuakhali.
03. Mr. Md. Arif Hossain (G-43585), Senior Officer (Cash), Sonali Bank PLC, Subidkhali Branch, Patuakhali; he will take over the charges and perform the role of manager of Subidkhali Branch, Patuakhali temporarily during the sanctioned leave period of Mr. Md. Gaffer Uddin.
04. Immigration Officer, All Airports/ All Landports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC
HRMD (SEC-1/2), HO, Dhaka.