

**SONALI BANK PLC***Credible and Smart*

NO. HRMD/OMD/SEC-2/(PF-34373)/8018

Date: 06 October, 2026

MD MUSTAFIZUR RAHMAN (G-42744)

(Passport No- A12060917)

Principal Officer (Joint Custodian General)

Sonali Bank PLC

Daulatpur Corporate Branch

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

Dear Sir,

Please refer to the letter no 2605 dated 06 September, 2026 of Sonali Bank PLC, General Manager's Office, Khulna 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, Khulna, the Authority has sanctioned 15 (Fifteen) days' leave (outside Bangladesh) including transit period and government/weekly holidays from 08 October, 2026 or afterwards 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. Jony Bhuiyan (G-48296), Principal Officer, Sonali Bank PLC, Daulatpur Corporate Branch, Khulna will take over the charges and perform the role of Joint Custodian General of Daulatpur Corporate Branch, Khulna 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, Khulna .
02. Deputy General Manager, Sonali Bank PLC, Daulatpur Corporate Branch, Khulna with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Mr. Jony Bhuiyan (G-48296), Principal Officer, Sonali Bank PLC, Daulatpur Corporate Branch, Khulna; he will take over the charges and perform the role of Joint Custodian General of Daulatpur Corporate Branch, Khulna temporarily during the sanctioned leave period of Mr. Md. Mustafizur Rahman.
04. Immigration Officer, All Airports/ All Landports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).

Assistant General ManagerShamsuzzaman Talukder

Assistant General Manager

Sonali Bank PLC
HRMD (SEC-1/2), HO, 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, sbplmd2@sonalibank.com.bd

Hot Line: 16639

From Abroad :

+8809610016639