



Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-5/HAJJ_KSA/SOC-9108/2978

Date: 23 April, 2025

MD PERVEZ IKBAL (G-39569)
Senior Officer Cash (Joint Custodian Cash)
(Passport No: **A16502615**)
Sonali Bank PLC
Shahid Ziaur Rahman Medical College Hospital Branch, Bogura.

Subject: Sanction of 45 (Forty Five) days leave (Outside Bangladesh) with full pay to visit Kingdom of Saudi Arabia for performing Hajj.

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Bogura vide their letter no 331 dated 20/04/2025, the authority has sanctioned **45 (Forty Five)** days leave with full pay (Outside Bangladesh) including transit period and government/weekly holidays from the date of availment with a permission to visit Kingdom of Saudi Arabia for performing Hajj, under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC/Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sent
23.04.2025
(Sultana Razia)
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.



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Yours faithfully,

Sd/-

(Sultana Razia)
Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC, General Manager's Office, Bogura.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Bogura-South, Bogura. Please send the joining report of the related officer specifying the date of leave availed.
3. Manager, Sonali Bank PLC, Shahid Ziaur Rahman Medical College Hospital Branch, Bogura.
4. Mst. Sabequn Naher (G-44906), Senior Officer Cash, Sonali Bank PLC, Shahid Ziaur Rahman Medical College Hospital Branch, Bogura. As per recommendation of General Manager's Office, Bogura and consequent approval of the authority you will take over the charge of Joint Custodian Cash temporarily during the leave of MD PERVEZ IKBAL (G-39569).
5. Immigration Officer, All Airport, All Land port, Bangladesh.
6. Personal File/Master Copy.

Assistant General Manager

Sd/-
23.04.2025
Sultana Razia
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.

www.sonalibank.com.bd

Human Resource Management Division (Section-5), Head Office, Sonali Bank PLC
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