



Sonali Bank PLC
Credible and Smart



NO. HRMD/OMD/SEC-2/(PF-16824)/8397

Date: 19 October, 2026

MST NASIMA ISLAM (G-40019)
Passport No- A13160687
Principal Officer (Joint Custodian General)
Sonali Bank PLC
Rajshahi Cantonment Branch
Rajshahi, 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. 3476 dated 29 September, 2026 of Sonali Bank PLC, General Manager's Office, Rajshahi 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, Rajshahi, the competent Authority has sanctioned you 15 days' leave (outside Bangladesh) including transit period and government/ weekly holidays from 01 November, 2026 or afterwards 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. Sahidul Haque (G-39300), Principal Officer, Sonali Bank PLC, Rajshahi Cantonment Branch, Rajshahi will take over the charges and perform the role of Joint Custodian (General) of Rajshahi Cantonment Branch, Rajshahi temporarily.

Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. General Manager (Incharge), Sonali Bank PLC, General Manager's Office, Rajshahi.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Rajshahi.
03. Mr. Md. Sahidul Haque (G-39300), Principal Officer, Sonali Bank PLC, Rajshahi Cantonment Branch, Rajshahi; he will take over the charges and perform the role of Joint Custodian (General) of Rajshahi Cantonment Branch, Rajshahi temporarily during the sanctioned leave period of Mst. Nasima Islam.
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
Rajshahi Cantonment Branch, Rajshahi