



**SONALI BANK PLC**

*Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-30729)/1203

Dated : 08 FEBRUARY, 2024

MD FARUK HOSSAIN (G-42279)

(Passport No- EG 0065084)

Principal Officer (Manager)

Sonali Bank PLC

Nachole Branch, Chapainawabganj

Bangladesh.

Subject: Sanction of 10 (Ten) days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Umrah Hajj.

Dear Sir,

Reference may please be made to the letter No.337 dated the 28 January, 2024 of Sonali Bank PLC, General Manager's Office, Rajshahi on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office Rajshahi the authority has sanctioned 10 (Ten) days leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission to visit K.S.A. for performing Holy Umrah Hajj 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.
- Mr.Md.Moniruzzaman (43749), Principal Officer, Sonali Bank PLC, Nachole Branch, Chapainawabganj will hold the charges temporarily as Manager during your sanctioned leave period.
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank PLC, General Manager's Office, Rajshahi.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Chapainawabganj with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Immigration Officer, All Airports/All Land Ports, Bangladesh.
04. Mr.Md.Moniruzzaman(43749), Principal Officer, Sonali Bank PLC, Nachole Branch, Chapainawabganj. He will hold the charges temporarily as manager of the Branch during the sanctioned leave period of Mr.Md. Faruk Hossain.
05. Website Copy

Assistant General Manager

**MOSTAK AHMED**  
Assistant General Manager  
Human Resource Management Division  
**Sonali Bank PLC**  
Head Office, Dhaka

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