



Sonali Bank PLC

Credible and Smart

No. HRMD/SEC-5/HAJJ_KSA/SOC-12597/2882

Date: 21 April, 2025

MD KHURSHED ALAM (G-36317)
Senior Officer Cash
(Passport No: A13196946)
Sonali Bank PLC
Common Services Division, Head Office, Dhaka.

**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, Common Services Division, Head Office, Dhaka vide their letter no 219 dated 11/03/2025, 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 availing 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,


21.04.2025
(Sultana Razia)
Assistant General Manager

Sultana Razia
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC.
Head Office, Dhaka.



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Sd/-

(Sultana Razia)
Assistant General Manager

Copy forwarded for kind information & necessary action:

1. Deputy General Manager, Sonali Bank PLC, Common Services Division, Head Office, Dhaka. Please send the joining report of the related officer specifying the date of leave availed.
2. Immigration Officer, All Airport, All Land port, Bangladesh.
3. Personal File/Master Copy.

21.04.2025

Assistant General Manager

Sultana Razia

Assistant General Manager

Human Resources Management Division

Sonali Bank PLC

www: sonalibank.com.bd

Resource Management Division (Section-5), Head Office, Sonali Bank PLC
35-42, 44, Motijheel Commercial Area, Dhaka-1000.

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