



Sonali Bank PLC

Credible and Smart

No. HRMD/SEC-6/ABROAD_KSA/AOG-8855 / 1971

Dated: 03 March, 2024

MD NAZRUL ISLAM (G-40773)
Assistant Officer-1 (Cash)
(Passport No: A13550448)
Sonali Bank PLC
Mugrapara Branch
Narayanganj
Bangladesh.

Subject: Sanction of 10 (ten) days leave (Outside Bangladesh) with full pay to Perform the Holy Umrah in the Kingdom of Saudi Arabia(KSA).


Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dhaka- South, Dhaka vide their letter no 614 dated 15/02/2024, the authority has sanctioned 10 (ten) days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA) 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 only to perform the Holy Umrah.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,


(Sultana Razia)
Assistant General Manager
Human Resources 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, Dhaka- South, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Narayanganj.
3. Manager, Sonali Bank PLC, Mugrapara Branch, Narayanganj. Please send the joining report of the related officer specifying the date of leave availed.
4. Immigration Officer, All Airport/All Land port, Bangladesh.
5. Personal File/Master Copy.


Sultana Razia
Assistant General Manager
Human Resource Management Division
Head Office, Dhaka.

www.sonalibank.com.bd

Human Resource Management Division (Section-6), Head Office, Sonali Bank PLC
35-42, 44, Motiheel Commercial Area, Dhaka-1000.
Contact: 02-22338451, 02-42115437, Email: hrmd@sonalibank.com.bd

Hotline: 16639
1880-9610016639