



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 2776

Dated : 28 March 2024

Mohammad Rashedul Islam (36463)
Senior Principal Officer (Manager)
Sonali Bank PLC
Ashulia Bazar Branch
Dhaka, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 379 dated 07 March 2024 of Sonali Bank PLC, General Manager's Office, Dhaka North, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka North, Dhaka, the Authority has sanctioned 10 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 Omrah Hajj under the following terms & conditions:

Terms & Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
2. The period of travelling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.
5. During your sanctioned leave period Mr. Md. Nurul Islam (40146), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Ashulia Bazar Branch, Dhaka will take over the charges of the Branch temporarily.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to

01. The General Manager, Sonali Bank PLC, General Manager's Office, Dhaka North, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Mirpur, Dhaka with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. Manager, Sonali Bank PLC, Ashulia Bazar Branch, Dhaka.
04. Mr. Md. Nurul Islam (40146), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Ashulia Bazar Branch, Dhaka (Under order to Joint Custodian (General), Nayarhat Branch) . He will take over the charges of the branch during the sanctioned leave period of Mr. Mohammad Rashedul Islam.
05. Immigration Officer, All Airports, Bangladesh.
06. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC

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