



SONALI BANK PLC
Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-16190)/5519

Date : 14 August, 2025

NASIMA AKTAR (G-39153)

(Passport No- A19472968)

Principal Officer

Sonali Bank PLC

Local Office, Dhaka

Bangladesh.

Subject : Sanction of 15 (Fifteen) days' leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Umrah.

Dear Sir,

Please refer to the letter no 771 dated 04 August, 2025 of Sonali Bank PLC, Local Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Sonali Bank PLC, Local Office, Dhaka, the Authority has sanctioned 15 (Fifteen) days' leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with permission to visit K.S.A for performing Holy Umrah under the following terms & conditions:-

- a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/ Government of People's Republic of Bangladesh.
- b) The period of travelling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours faithfully,

Sd/-

(Masud Ahmed Khan)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:

01. General Manager, Sonali Bank PLC, Local Office, Dhaka.
02. Deputy General Manager, General Banking & Establishment Division, Sonali Bank PLC, Local Office, Dhaka 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. Website Copy.


Assistant General Manager

Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office Dhaka.

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