



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-16039)/2482

Date : 24 April, 2025

NASRIN SOLTANA CHAINA (G-39727)

(Passport No- A07561912)

Principal Officer

Sonali Bank PLC

Principal Office, Gazipur

Bangladesh.

Subject : Sanction of 45 (Forty Five) day's leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Hajj-2025.

Dear Sir,

Please refer to the letter no 701 dated 08 April, 2025 of Sonali Bank PLC, General Manager's Office, Dhaka North, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dhaka North, Dhaka, the Authority has sanctioned 45 (Forty Five) 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 Hajj-2025 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 Bangladesh.
- b) The Period of travelling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) This sanctioned letter will be valid only for performing Holy Hajj-2025.

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, Dhaka North, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Gazipur 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

MOSTAK AHMED

Assistant General Manager

Human Resource Management Division

Sonali Bank PLC.

Head Office, Dhaka.

www: sonalibank.com.bd	Human Resource Management Division, Officer Management Department (Section-2), Head Office: 35-42, 44 Motijheel C/A, Dhaka-1000. Phone: 02-223384515, 02-223385529, Ext-3233, 3241 E-mail: dgmhrmd@sonalibank.com.bd, sbpmd2@sonalibank.com.bd	Hot Line:16639 From Abroad +8809610016639
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