



SONALI BANK PLC
Credible and Smart

NO.HRMD/OMD/SEC-2/(PF-16624)/2899

Dated : 04 APRIL, 2024

SHAMIMA SHIMUL (G-39142)

(Passport No-A 00130124)

Principal Officer

Information Security, IT Risk Management & Fraud Control Division

Sonali Bank PLC

Head Office, Dhaka

Bangladesh.

Subject : Sanction of 45 (Forty Five) days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Hajj-2024.

Dear Sir,

Reference may please be made to the letter No. 154 dated the 14 March, 2024 of Information Security, IT Risk Management & Fraud Control Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Information Security, IT Risk Management & Fraud Control Division, Sonali Bank PLC, Head Office, 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 a permission to visit K.S.A. for performing Holy Hajj-2024 under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- The Period of traveling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanction letter will be valid only for performing Holy Hajj-2024.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

01. Deputy General Manager, Information Security, IT Risk Management & Fraud Control Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
02. Immigration Officer, All Airports/All Lands Ports, Bangladesh.
03. Website Copy.

Assistant General Manager

MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka

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