



**SONALI BANK PLC**  
*Credible and Smart*

NO.HRMD/OMD/SEC-2/(PF-21419)/3045

Dated : 21 APRIL, 2024

MD SAMSUL AREFIN (G-34974)  
(Passport No- A 13617434)  
Principal Officer  
Sonali Bank PLC  
New Market Branch, Brahmanbaria  
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. 786 dated the 24 March, 2024 of Sonali Bank PLC, General Manager's Office, Cumilla on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Cumilla 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 travelling 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. General Manager, Sonali Bank PLC, General Manager's Office, Cumilla.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Brahmanbaria.
03. Manager, Sonali Bank PLC, New Market Branch, Brahmanbaria with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Immigration Officer, All Airports/All Lands Ports, Bangladesh.
05. Website Copy.

Assistant General Manager

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

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