



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

NO.HRMD/OMD/SEC-2/(PF-16659)/3052

Dated : 22 APRIL, 2024

TARAFDER NAZIA AKTER (G-40065)  
(Passport No- A 00009309)  
Principal Officer  
Sonali Bank PLC  
Dhaka Cantonment Corporate Branch, 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. 1146 dated the 28 March, 2024 of Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dhaka-Central, 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 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, Dhaka-Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Dhaka Cantonment Corporate Branch, 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

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

<a href="http://www.sonalibank.com.bd">www: sonalibank.com.bd</a>	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, sblpmd2@sonalibank.com.bd	Hot Line:16639 From Abroad : +8809610016639
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