



SONALI BANK PLC
Credible and Smart

NO.HRMD/OMD/SEC-2/(PF-13691)/3222(1-3)

Dated : 23 APRIL, 2024

ABU SADAT MD SAJEDUL HAQUE (G-37299)

(Passport No- A 13587480)

Principal Officer

Audit & Inspection Division-2 (Other Than Corporate Branches)

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. 627 dated the 04 April, 2024 of Audit & Inspection Division-2 (Other Than Corporate Branches), Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Audit & Inspection Division-2 (Other Than Corporate Branches), 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:-

- 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 traveling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) 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, Audit & Inspection Division-2 (Other Than Corporate Branches), 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

www: sonalibank.com.bd

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