



SONALI BANK PLC
Credible and Smart

NO.HRMD/OMD/SEC-2/(PF-19031)/3221

Dated : 23 APRIL, 2024

MST AFROZA KHATUN (G-43622)
(Passport No- B 00641645)
Principal Officer
Sonali Bank PLC
Banani 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. 1243 dated the 04 April, 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, Principal Office, Bangabandhu Avenue (Dhaka Central), Dhaka.
03. Manager, Sonali Bank PLC, Banani Branch, Dhaka 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 Land Ports, Bangladesh.
05. 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, sb1pmd2@sonalibank.com.bd	Hot Line:16639 From Abroad : +8809610016639
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