

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

NO.HRMD/OMD/SEC-2/(PF-21166)/1867

Dated : 04 MARCH, 2024

GULSHAN ARA BEGUM (G-33116)

(Passport No- A 13165461)

Principal Officer

General Banking & Establishment Division

Sonali Bank PLC

Local 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. 141 dated the 06 February, 2024 of General Banking & Establishment Division, Sonali Bank PLC, Local Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Banking & Establishment Division, Sonali Bank PLC, Local 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 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, Local Office, Dhaka.
02. Deputy General Manager, General Banking & Establishment Division, Sonali Bank PLC, Local Office, 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 Lands Ports, Bangladesh.
04. 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, sblpmd2@sonalibank.com.bd	Hot Line:16639 From Abroad : +8809610016639
---	--	---