

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

NO.HO/HRMD/OMD/SEC-2/(PF-19911)/1199

Dated : 07 FEBRUARY, 2024

MD ROICH UDDIN AHMED (G-44143)

(Passport No- A 01461324)

Principal Officer (JC General)

Sonali Bank PLC

Munshiganj Branch, Munshiganj

Bangladesh.

Subject : Sanction of 10 (Ten) days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Umrah Hajj.

Dear Sir,

Reference may please be made to the letter No.290 dated the 25 January, 2024 of Sonali Bank PLC, General Manager's Office, Dhaka South, 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 South, Dhaka the authority has sanctioned 10 (Ten) 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 Umrah Hajj 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.
- Mr.A.K.M. Raisul Islam Ratan (43310), Senior Officer, Sonali Bank PLC, Munshiganj Branch, Munshiganj will hold the charges temporarily as JC General during your sanctioned leave period.
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

- General Manager, Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka.
- Deputy General Manager, Sonali Bank PLC, Principal Office, Munshiganj with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Manager, Sonali Bank PLC, Keyain Branch, Munshiganj.
- Mr.A.K.M. Raisul Islam Ratan (43310), Senior Officer, Sonali Bank PLC, Munshiganj Branch, Munshiganj. He will hold the charges temporarily as JC General of the Branch during the sanctioned leave period of Mr.Md. Roich Uddin Ahmed.
- Website Copy

Assistant General Manager**MOSTAK AHMED**

Assistant General Manager

Human Resource Management Division

Sonali Bank PLC

Head Office, Dhaka

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Human Resource Management Division, Officer Management Department

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