



SONALI BANK PLC
Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-17850)/08

Dated : 11 JANUARY, 2024

MASRUBA NEWAJ (G-41626)

(Passport No-A01832729)

Principal Officer

Sonali Bank PLC.

Jatio Sangshad Bhaban Branch, Dhaka
Bangladesh.

Subject : Sanction of 90 (Ninety) days leave (Outside Bangladesh) with Without pay to visit in
K.S.A.

Dear Sir,

Reference may please be made to the letter No.4678 dated the 26 December, 2023 of General Manager's Office, Dhaka-Central,Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Dhaka-Central,Dhaka the authority has sanctioned 90 (Ninety) days leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission to visit in K.S.A. 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.
- This sanctioned leave will be treated as Leave outside Bangladesh.
- Staying abroad over the sanctioned leave is strictly prohibited.
- It must be ensured by the concerned branch to recover her SHBL & MCL loan's installments regularly depositing her flat's rent in every month during leave period as per banking norms.
- 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-Central, Dhaka.
- Deputy General Manager, Sonali Bank PLC. Principal Office, Dhaka West, Dhaka.
- Assistant General Manager, Sonali Bank PLC. Jatio Sangshad Bhaban Branch, Dhaka 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.

05. Website Copy.

Assistant General Manager

MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
Sonali Bank Limited, 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 : dgmrmd@sonalibank.com.bd, sbllpmd2@sonalibank.com.bd	Hot Line:16639 From Abroad : +8809610016639
------------------------	--	---