

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

NO.HO/HRMD/OMD/SEC-2/(PF-18151)/415

Dated : 23 JANUARY, 2024

SHAMS AHMED SADEQ (G-41767)

(Passport No- A 01776901)

Principal Officer (Manager)

Sonali Bank PLC.

Basail 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.4880 dated the 26 December, 2023 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.
- During your sanctioned leave period Mr.Kazi Mostafizur Rahman (47509), Senior Officer, Sonali Bank PLC. Keyain Branch, Munshiganj will hold all over the charges temporarily as manager of Basail Branch, Munshiganj.
- 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.Kazi Mostafizur Rahman (47509), Senior Officer, Sonali Bank PLC. Keyain Branch, Munshiganj. He will hold temporarily charges as manager of Basail Branch, Munshiganj during the sanctioned leave period of Mr.Shams Ahmed Sadeq.

06. Website Copy

Assistant General Manager

**MOSTAK AHMED**  
Assistant General Manager  
Human Resource Management Division  
**Sonali Bank PLC**  
Head Office, Dhaka.

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