



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

NO.HRMD/OMD/SEC-2/(PF-17280)/2274

Dated : 08 April, 2025

SELINA AKHTER (32276)

(Passport No-A13130815)

Principal Officer

Sonali Bank PLC

General Manager's Office, Dhaka-North, Dhaka

Bangladesh.

Subject : Sanction of 45 (Forty Five) days' leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Hajj-2025.

Dear Sir,

Please refer to the letter no 442 dated 25 February, 2025 of Sonali Bank PLC, General Manager's Office, Dhaka-North, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka-North, 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 permission to visit K.S.A. for performing Holy Hajj-2025 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-2025.

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-North, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
02. Immigration Officer, All Airports/All Land Ports, Bangladesh.
- ✓ 03. 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 : dgmrmd@sonalibank.com.bd, sbipmd2@sonalibank.com.bd

Hot Line: 16639  
From Abroad :  
+8809610016639