



Sonali Bank PLC

Credible and Smart

No. HRMD/SEC-6/ABROAD_K.S.A/AOG-8873/2846

Dated: 01 April, 2024

MD SHAFIUL ALAM CHOWDHURY (G-39547)
Assistant Officer-1 (Cash)
(Passport No: A14204877)
Sonali Bank PLC
General manager's Office
Dhaka South
Dhaka.

Subject: Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to Perform the Holy Umrah Hajj in the Kingdom of Saudi Arabia (K.S.A).

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Managers Office, Dhaka South, Dhaka vide their letter no 850 dated 06/03/2024, the authority has sanctioned 10 (Ten) days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to Perform the Holy Umrah Hajj in the Kingdom of Saudi Arabia (K.S.A) under the following terms & conditions :

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC/ Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,

..Sd/

(Sultana Razia)
Assistant General Manager

Copy Forwarded to Kind information & Necessary action:

1. General Manager, Sonali Bank PLC, General Managers Office, Dhaka South, Dhaka. Please send the joining report of the related officer specifying the date of leave availed
2. Immigration Officer, All Airport,/ All Land port, Bangladesh.
3. Personal File/Master Copy.


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

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

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