



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/3535

Dated : 06 May 2024

Shahida Khanam (34681)
Principal (General Manager)
Sonali Bank Staff College
Dhaka, Bangladesh.

**Subject : Sanction of 45 days leave (outside Bangladesh) with full pay to visit
K.S.A. for performing Holy Hajj-2024.**

Sir,

Please refer to the letter no. 270 dated 28 March 2024 of Sonali Bank Staff College, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of Sonali Bank Staff College, Dhaka, the Executive Board of Directors of Sonali Bank PLC in their 119th meeting held on 23 April 2024 has sanctioned 45 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 Hajj-2024 under the following terms & conditions:

Terms & Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
2. The Period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will be valid only for performing Holy Hajj-2024.

As per approval of the Authority Ms. Jannatul Ferdaus (36262), Deputy General Manager, Sonali Bank Staff College, Dhaka will take over the charges (as additional Charges of her present duties) of the Sonali Bank Staff College, Dhaka temporarily during your leave period.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

- 01) All Deputy Managing Director, Sonali Bank PLC, Head Office, Dhaka.
- 02) The Principal (General Manager), Sonali Bank Staff College, Dhaka with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
- 03) The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank PLC, Head Office, Dhaka.
- 04) Ms. Jannatul Ferdaus (36262), Deputy General Manager, Sonali Bank Staff College, Dhaka. She will take over the charges (as additional Charges of her present duties) of the Sonali Bank Staff College, Dhaka during the sanctioned leave period of Ms. Shahida Khanam.
- 05) Immigration Officer, All Airports, Bangladesh.
- 06) EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
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