



SONALI BANK PLC

Credible and Smart

Date: 27 September, 2026

NO. HRMD/OMD/SEC-2/(PF-34400)/7200

ZIA UDDIN AL MAMUN (G-42780)

(Passport No- A18928281)

Principal Officer (Manager)

Sonali Bank PLC

Mohipal Branch

Feni, Bangladesh.

Subject: Sanction of 15 (Fifteen) days' leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Umrah.

Dear Sir,

Please refer to the letter no 1514 dated 24 August, 2026 of Sonali Bank PLC, General Manager's Office, Noakhali on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Noakhali, the Authority has sanctioned 15 (Fifteen) days' leave (outside Bangladesh) including transit period and government/weekly holidays from 06 October, 2026 or afterwards the date of availing with permission to visit K.S.A for performing Holy Umrah under the following terms & conditions:

Terms & Conditions:

1. You will bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of the People's Republic of Bangladesh.
2. The period of travelling will be adjusted from earned leave.
3. Over stay will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issuance.
5. During the leave period, Mr. Md. Rakibul Hasan (G-48514), Principal Officer, Sonali Bank PLC, Mohipal Branch, Feni will take over the charges and perform the role of manager of Mohipal Branch, Feni temporarily.

Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. Deputy General Manager (GM Incharge), Sonali Bank PLC, General Manager's Office, Noakhali .
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Feni with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Mr. Md. Rakibul Hasan (G-48514), Principal Officer, Sonali Bank PLC, Mohipal Branch, Feni; he will take over the charges and perform the role of manager of Mohipal Branch, Feni temporarily during the sanctioned leave period of Mr. Zia Uddin Al Mamun.
04. Immigration Officer, All Airports/ All Landports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

Shamsuzzaman Talukder

Sonali Bank PLC
www.sonalibank.com.bd

Human Resource Management Division, Officer Management Department (Section-2).

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