



Sonali Bank PLC

Credible and Smart



No. HRMD/SEC-5/UMRAH_KSA/OC-36142/8215 Date: 11 October, 2026

MOHAMMAD ABUL KALAM AZAD

Index No. G-41052

Officer Cash

Passport No: A22545782

Sonali Bank PLC

Debidwar Branch, Cumilla.

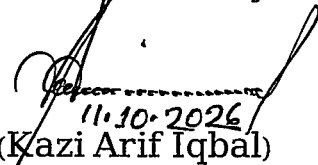
Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit The Kingdom of Saudi Arabia for performing Holy Umrah.

Dear Sir

We have the pleasure to advise that, in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Cumilla vide their letter no.2209, dated 20 September, 2026 the competent authority has approved **15 (Fifteen)** days earned leave with full pay (Outside Bangladesh) from the date of availing the leave (including travel time/weekly holidays or government holidays) to visit The Kingdom of Saudi Arabia for performing Holy Umrah under the following terms & conditions:

- 1) You shall bear all the expenses related to the proposed visit. There will be no financial involment of The Government of the People's Republic of Bangladesh or Sonali Bank PLC.
- 2) The sanctioned leave will be adjusted against earned leave.
- 3) Overstaying beyond the sanctioned period is strictly prohibited.
- 4) This sanction letter shall be remain valid for a period of 3 (three) months from the date of issuance.

Yours faithfully


11.10.2026
(Kazi Arif Iqbal)

Assistant General Manager

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

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

Human Resource Management Division (Section-5), Head Office, Sonali Bank PLC
35-42, 44, Motijheel Commercial Area, Dhaka-1000.
Contact: 02-223384515, 02-47115437, Email: sbl.hrmd5@sonalibank.com.bd

Hotline : 16639
+880 9610016639



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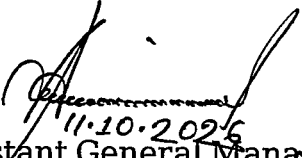
Signed

(Kazi Arif Iqbal)

Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC, General Manager's Office, Cumilla.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Cumilla-North, Cumilla is requested to send the joining report of the concerned officer mentioning the actual date of leave availed.
3. Manager, Sonali Bank PLC, Debidwar Branch, Cumilla. In pursuance of the recommendation of General Manager's Office, Cumilla and approval of the competent authority, Mr. Md. Raihan Kabir, G-57120 will take over the charge temporarily during the leave period of Mr. Mohammad Abul Kalam Azad, G-41052.
4. Immigration Officer, All Airports, All Land ports, Bangladesh.
5. Office Copy/ Master Copy/ Web Portal Copy.


11.10.2026
Assistant General Manager
Kazi Arif Iqbal
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
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