



SONALI BANK PLC

Credible & Smart

No. HRMD/SEC-7/PF/SS-1-2782/2192

Date: 19 March, 2025

SUFIYA AKTER (G-34141)
Passport No. A03042167
Supporting Staff-1
Treasury Management Division-1
Sonali Bank PLC
Head Office, Dhaka.

Subject : Sanction of 15 (Fifteen) days' leave outside Bangladesh with full pay to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA).

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Treasury Management Division-1, Sonali Bank PLC, Head Office, Dhaka vide their letter no. 246 dated 19 February, 2025 the authority has sanctioned 15 (Fifteen) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA) under the following terms and conditions:

- (1) This sanctioned leave will be treated as leave outside Bangladesh only to perform the Holy Umrah;
- (2) You will have to bear all expenses for the proposed visit;
- (3) There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh;
- (4) Staying abroad over the sanctioned leave will not be allowed; and
- (5) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully

Sd/ -

(Sultana Razia)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. Deputy General Manager, Treasury Management Division-1, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above staff specifying the date of leave availed.
02. Immigration Officer, All Airport / All Land port, Bangladesh.
03. Website Copy/Personal File/Master Copy.


19.03.2025
Assistant General Manager