



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-20501/2845

Date : 22 April 2025

MD KAMAL HOSEN (G-44546)

Passport No. A06408782

Senior Officer

Govt. Accounts & Services Division

Sonali Bank PLC.

Head Office, Dhaka

Bangladesh.

Subject : Sanction of 45 (Forty Five) days' leave outside Bangladesh with full pay to perform the "Holy Hajj -2025" in the Kingdom of Saudi Arabia (KSA).

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Govt. Accounts & Services Division, Sonali Bank PLC, Head Office, Dhaka, vide their letter no. 917 dated 19 March 2025, the authority has sanctioned 45 (Forty Five) 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 Hajj-2025" 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 Hajj-2025;
- (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/ -

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. Deputy General Manager, Govt. Accounts & Services Division, Sonali Bank PLC. Head Office, Dhaka. They are requested to send his joining report after avail of leave.
02. Immigration Officer, All International Airports/Landports of Bangladesh.
03. Master Copy /Personal File/ Office Copy.

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

Assistant General Manager

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

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Assistant General Manager

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