



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 4772

Dated : 06 June 2024

S M Obaydur Rahman (33853)
Deputy General Manager (Incharge)
Sonali Bank PLC
Chowkbazar Corporate Branch
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. 1829 dated 28 May 2024 of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka South, Dhaka, the Authority 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.
5. During your sanctioned leave period Mr. Md. Sarwar Ibne Murshed (36081), Assistant General Manager, Sonali Bank PLC, Principal Office, Dhaka South, Dhaka will take over the charges of the Chowkbazar Corporate Branch, Dhaka temporarily.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The General Manager, Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka South, Dhaka.
03. Deputy General Manager (Incharge), Sonali Bank PLC, Chowkbazar Corporate Branch, Dhaka.
04. Mr. Md. Sarwar Ibne Murshed (36081), Assistant General Manager, Sonali Bank PLC, Principal Office, Dhaka South, Dhaka. He will take over the charges of the Chowkbazar Corporate Branch, Dhaka during the sanctioned leave period of Mr. S M Obaydur Rahman.
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

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