



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 3748

Dated : 09 May 2024

Kazi Mohammad Sanaullah (34571)  
Deputy General Manager  
Sonali Bank PLC  
Principal Office  
Noakhali, 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. 533 dated 04 April 2024 of Sonali Bank PLC, General Manager's Office, Noakhali on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Noakhali, 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. S. Shorfuddin Ahmed (36604), Assistant General Manager, Sonali Bank PLC, Principal Office, Noakhali will take over the charges of the Principal Office, Noakhali 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, Noakhali 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, Noakhali.
03. Mr. S. Shorfuddin Ahmed (36604), Assistant General Manager, Sonali Bank PLC, Principal Office, Noakhali. He will take over the charges of the Principal Office, Noakhali during the sanctioned leave period of Mr. Kazi Mohammad Sanaullah.
04. Immigration Officer, All Airports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

**MOSTAK AHMED**  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC.  
Head Office, Dhaka.