



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 9154

Dated : 26 November 2024

Mohammad Shah Alam (34998)  
Deputy General Manager  
Small & Medium Enterprise Division  
Sonali Bank PLC  
Head Office  
Dhaka, Bangladesh.

Subject : Permission to visit K.S.A for 15 days during mandatory recreation leave for Holy Omrah.

Sir,

Reference may please be made to the letter no. 1678 dated 05 November, 2024 of Small & Medium Enterprise Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of Small & Medium Enterprise Division, the authority has permitted you to visit K.S.A for Holy Omrah 15 days during mandatory recreation leave (15-29 December, 2024) including transit period 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) It will be treated as mandatory recreation leave.
- 3) Staying in abroad will not be allowed over the sanctioned period.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

### **Copy forwarded for kind information & necessary action to :**

- 01) The All General Manager, Sonali Bank PLC, Head Office, Dhaka
- 02) The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank PLC, Head Office, Dhaka.
- 03) The Deputy General Manager, Small & Medium Enterprise Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above Executive specifying the date of leave availed.
- 04) Mr. Md. Mahtab Hossain (34702), Deputy General Manager, General Advances Division, Sonali Bank PLC, Head Office, Dhaka.
- 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 Management Division  
Sonali Bank PLC.  
Head Office, Dhaka.