



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 9448

Dated : 08 December 2024

Khaled Hasan Mahmud (35166)
Assistant General Manager (Chief Instructor)
Sonali Bank Training Institute
Cumilla, Bangladesh.

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Omrah.**

Dear Sir,

Please refer to the letter no. 3005 dated 24 November 2024 of Sonali Bank PLC, General Manager's Office, Cumilla on the above subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Cumilla, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 17 December 2024 or from the date of availing with a permission to visit K.S.A. for performing Holy Omrah 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 travelling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.
5. During your sanctioned leave period Mr. Mohammad Abdul Mannan (37696), Senior Principal Officer, Sonali Bank Training Institute, Cumilla will take over the charges (as additional Charges of his present duties) of the Training Institute temporarily.


Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to :

01. The General Manager, Sonali Bank PLC, General Manager's Office, Cumilla with a request to send us the related joining report of the above Executive specifying the date of leave availed.
02. Assistant General Manager (Chief Instructor), Sonali Bank Training Institute, Cumilla.
03. Mr. Mohammad Abdul Mannan (37696), Senior Principal Officer, Sonali Bank Training Institute, Cumilla. He will take over the charges (as additional Charges of his present duties) of the Training Institute during the sanctioned leave period of Mr. Khaled Hasan Mahmud.
04. Immigration Officer, All Airports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).


08.12.2024
Assistant General Manager
Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC.
HRMD (SEC-1) HO, Dhaka