



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 1313

Dated : 12 February 2025

Mohammad Atiqul Islam (35500)  
Assistant General Manager  
Sonali Bank PLC  
Principal Office  
Sunamganj, 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. 250 dated 28 January 2025 of Sonali Bank PLC, General Manager's Office, Sylhet on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Sylhet, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 14 April 2025 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.

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, Sylhet.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Sunamganj with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
03. Immigration Officer, All Airports, Bangladesh.
04. 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.