



**Sonali Bank PLC.**

***Credible and Smart***

No.HRMD/SEC-3/PF/SO-17749/3553

Date : 02 May 2024

MOHAMMED SATTER HOSSAIN(G-41951)

Passport No. A12260460

Senior Officer

Loan Classification Division (LCD)

Sonali Bank PLC

Head Office, Dhaka

Bangladesh.

**Subject : Sanction of 45 (Forty Five) days' leave outside Bangladesh with full pay to perform the "Holy Hajj -2024" in the Kingdom of Saudi Arabia (KSA).**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Loan Classification Division (LCD) , Sonali Bank PLC, Head Office, Dhaka vide their letter no. 95 dated 01 April 2024, the authority has sanctioned 45 (Forty Five) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission to perform the "Holy Hajj -2024" in the Kingdom of Saudi Arabia (KSA) under the following terms and conditions:

- (1) This sanctioned leave will be treated as leave outside Bangladesh only to perform the Holy Hajj -2024;
- (2) You will have to bear all expenses for the proposed visit;
- (3) There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh;
- (4) Staying abroad over the sanctioned leave will not be allowed; and
- (5) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully

Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. Deputy General Manager, Loan Classification Division (LCD), Sonali Bank PLC, Head Office, Dhaka. They are requested to send his joining report after avail of leave.
02. Immigration Officer, All International Airports/Landports of Bangladesh.

  
Assistant General Manager  
Masud Ahmed Khan  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC  
Head Office, Dhaka.

<a href="http://www.sonalibank.com.bd">www: sonalibank.com.bd</a>	Human Resource Management Division (Sec-3) Head Office, Motijheel C/A Dhaka-1000. Bangladesh. Phone : 88-02-223385529 E-Mail:l_dgmhrmd@sonalibank.com.bd	Hot Line: 16639 Overseas+8809610016639
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Assistant General Manager

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