



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 3758

Dated : 12 May 2024

Md Monirul Islam (35697)
Assistant General Manager (Incumbent)
Sonali Bank PLC
Court Building Branch
Rajshahi, 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. 1529 dated 30 April 2024 of Sonali Bank PLC, General Manager's Office, Rajshahi on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Rajshahi, 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. Md. Anamul Haque (35473), Senior Principal Officer, Sonali Bank PLC, Court Building Branch, Rajshahi will take over the charges of the Branch 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, Rajshahi.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Rajshahi with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, Court Building Branch, Rajshahi.
04. Mr. Md. Anamul Haque (35473), Senior Principal Officer, Sonali Bank PLC, Court Building Branch, Rajshahi. He will take over the charges of the Branch during the sanctioned leave period of Mr. Md Monirul Islam.
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.

www.sonalibank.com.bd	Human Resource Management Division (Sec-1), Head Office, 34-42,44, Motijheel C/A, Dhaka-1000 Phone: 02-223384515, 02-223385529 E-mail: dgmhrmd@sonalibank.com.bd , sbl.hrmd1@sonalibank.com.bd	Hotline: 16639 +8809610016639
-----------------------	--	----------------------------------