



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 3903

Dated : 12 May 2024

Shek Md Mehedi Hasan (35889)
Assistant General Manager (Incumbent)
Sonali Bank PLC
Tejgaon Industrial Area Branch
Dhaka, 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. 1470 dated 25 April 2024 of Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka Central, Dhaka, 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. Imdadur Rahman (38135), Senior Principal Officer, Sonali Bank PLC, Tejgaon Industrial Area Branch, Dhaka 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, Dhaka Central, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Bangabandhu Avenue (Dhaka Central), Dhaka 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, Tejgaon Industrial Area Branch, Dhaka.
04. Mr. Imdadur Rahman (38135), Senior Principal Officer, Sonali Bank PLC, Tejgaon Industrial Area Branch, Dhaka. He will take over the charges of the Branch during the sanctioned leave period of Mr. Shek Md Mehedi Hasan.
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