



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/9036

Dated : 18 November 2024

Md Shahjahan Patwary (36180)  
Assistant General Manager  
Sonali Bank PLC  
Dilkusha Corporate Branch  
Dhaka, 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. 5417 dated 02 October 2024 of Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka on the above subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka Central, Dhaka, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 14 January 2025 or thereafter 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, Dhaka Central, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Dilkusha Corporate Branch, Dhaka with a request to send us the related joining report of the above Executive specifying the date 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.