



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 8706

Dated : 07 November 2024

Md Abul Fazal (36199)
Assistant General Manager
Sonali Bank PLC
Principal Office
Sylhet, Bangladesh.

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Omrah Hajj.**

Dear Sir,

Please refer to the letter no. 2739 dated 03 October 2024 of Sonali Bank PLC, General Manager's Office, Sylhet on the above subject.

We have the pleasure 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 01 January 2025 or from the date of availing with a permission to visit K.S.A. for performing Holy Omrah Hajj 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,

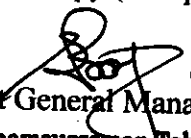
Sd/-

(Shamsuzzaman Talukder)
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, Sylhet 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


07.11.2024
Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC.
HRMD (SEC-1) HO, Dhaka