



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 350

Dated : 09 January 2025

Mohammad zahid Hossain (36444)
Assistant General Manager (Incumbent)
Sonali Bank PLC
Rasulpur Bazar 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. 4267 dated 17 December 2024 of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka South, Dhaka, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 25 January 2025 or 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.
5. During your sanctioned leave period Mr. Md. Sahidul Islam (34746), Principal Officer, Sonali Bank PLC, Rasulpur Bazar 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 South, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka South, Dhaka with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
03. The Assistant General Manager (Incumbent), Sonali Bank PLC, Rasulpur Bazar Branch, Dhaka.
04. Mr. Md. Sahidul Islam (34746), Principal Officer, Sonali Bank PLC, Rasulpur Bazar Branch, Dhaka. He will take over the charges of the branch during the sanctioned leave period of Mr. Mohammad zahid Hossain.
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.

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