



সোনালী ব্যাংক পিএলসি  
বিশ্বস্ত ও স্মার্ট

NO. HRMD/OMD/SEC-1/ 7274

Dated : 09 September 2024

A.B.M. Iqbal Hossain (37159)  
Senior Principal Officer (Manager)  
Sonali Bank PLC  
Paba Branch  
Rajshahi, Bangladesh.

**Subject : Sanction of 10 days leave (outside Bangladesh) with full pay to visit religious & historical places of U.A.E. & K.S.A. as well as performing Holy Omrah Hajj.**

Dear Sir,

Please refer to the letter no. 3326 dated 19 August 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 10 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 09 October 2024 or from the date of availing with a permission to visit religious & historical places of U.A.E. & K.S.A. as well as 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.
5. During your sanctioned leave period Mr. Shahjamal Sarkar (41522), Principal Officer, Sonali Bank PLC, Paba 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 officer specifying the Tenure of leave availed.
03. Manager, Sonali Bank PLC, Paba Branch, Rajshahi.
04. Mr. Shahjamal Sarkar (41522), Principal Officer, Sonali Bank PLC, Paba Branch, Rajshahi. He will take over the charges of the branch during the sanctioned leave period of Mr. A.B.M. Iqbal 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  
Sonali Bank PLC  
Head Office, Dhaka

www: sonalibank.com.bd

হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-১) প্রধান কার্যালয়:  
৩৫-৪২, ৪৪ মজিবল বা/এ, ঢাকা-১০০০। ফোনঃ ০২-২২৩৩৮৪৫১৫, ০২-২২৩৩৮৫৫২৯  
ই-মেইল : dgm/hrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd

ফোনলিনঃ ১৬৬৩৯  
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