



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 9464

Dated : 08 December 2024

Md. Rezwanul Hoque (41562)
Senior Principal Officer (Manager)
Sonali Bank PLC
Nayabazar 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. 3854 dated 18 November 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 16 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. Mohd. Arifur Rahman (40856), Senior Officer, Sonali Bank PLC, Nayabazar Branch, Dhaka will take over the charges (as additional Charges of his present duties) 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 officer specifying the Tenure of leave availed.
03. Manager, Sonali Bank PLC, Nayabazar Branch, Dhaka.
04. Mr. Mohd. Arifur Rahman (40856), Senior Officer, Sonali Bank PLC, Nayabazar Branch, Dhaka. He will take over the charges (as additional Charges of his present duties) of the branch during the sanctioned leave period of Mr. Md. Rezwanul Hoque.
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

www.sonali.com.bd
Sonali Bank PLC
Human Resource Management Division (Sec-1), Head Office, 34-42,44, Motijheel C/A, Dhaka-1000
Phone: 02-223384515, 02-223385529

Hotline: 16639
+8809610016639

E-mail: dmhrmd@sonalibank.com.bd, sbi.hrmd1@sonalibank.com.bd