



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 1538

Dated : 19 February 2025

A B M Habibur Rahman Manik (42484)
Senior Principal Officer (Manager)
Sonali Bank PLC
Dharmaganj Branch
Narayanganj, 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. 310 dated 28 January 2025 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 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. Suman Sarker (42210), Principal Officer, (Joint Custodian, General), Sonali Bank PLC, Dharmaganj Branch, Narayanganj 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, Narayanganj 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, Dharmaganj Branch, Narayanganj.
04. Mr. Suman Sarker (42210), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Dharmaganj Branch, Narayanganj. He will take over the charges (as additional Charges of his present duties) of the branch during the sanctioned leave period of Mr. A B M Habibur Rahman Manik.
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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