



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 9485

Dated : 12 December 2024

Md Abdul Mozid (42835)
Senior Principal Officer (Manager)
Sonali Bank PLC
Sandwip Branch
Chattogram, 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. 2260 dated 24 November 2024 of Sonali Bank PLC, General Manager's Office, Chattogram South, Chattogram on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Chattogram South, Chattogram, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 12 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. S.M. Ekramul Hoque (41852), Engineer (IT) & Joint Custodian (General), Sonali Bank PLC, Sandwip Branch, Chattogram 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, Chattogram South, Chattogram.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Chattogram South, Chattogram 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, Sandwip Branch, Chattogram.
04. Mr. S.M. Ekramul Hoque (41852), Engineer (IT) & Joint Custodian (General), Sonali Bank PLC, Sandwip Branch, Chattogram. He will take over the charges (as additional Charges of his present duties) of the branch during the sanctioned leave period of Mr. Md Abdul Mozid.
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 (Sec-1), Head Office, 34-42,44, Motijheel C/A, Dhaka-1000

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