



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-18909)/9353

Dated : 02 DECEMBER, 2024

MAKSUDA AKTER (G-43328)

(Passport No- A 14444432)

Principal Officer

Internal Audit Compliance Division

Sonali Bank PLC

Head Office, Dhaka

Bangladesh.

Subject : Sanction of 15 (Fifteen) days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Umrah.

Dear Sir,

Reference may please be made to the letter No.10976 dated the 11 November, 2024 of Internal Audit Compliance Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Internal Audit Compliance Division, Sonali Bank PLC, Head Office, Dhaka the authority has sanctioned 15 (Fifteen) 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 Umrah under the following terms & conditions:-

- a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- b) The Period of travelling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

01. Deputy General Manager, Internal Audit Compliance Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
02. Immigration Officer, All Airports/All Lands Ports, Bangladesh.
03. Website Copy.

Assistant General Manager

MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

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