



Sonali Bank PLC.
Credible and Smart

No.HRMD/SEC-3/PF/SO-21184/6253

Date : 31 July 2024

NASIMA AKTER (G-33107)
Passport No. A11564092
Senior Officer
Establishment & Engineering Division
Sonali Bank PLC
Head Office, Dhaka
Bangladesh.


Subject : Sanction of 10 (Ten) days' leave outside Bangladesh with full pay to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA).

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Establishment & Engineering Division, Sonali Bank PLC, Head Office, Dhaka vide their letter no-67 dated 26 June 2024 the authority has sanctioned 10 (Ten) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA) under the following terms and conditions:

- (1) This sanctioned leave will be treated as leave outside Bangladesh only to perform the Holy Umrah;
- (2) You will have to bear all expenses for the proposed visit;
- (3) There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh;
- (4) Staying abroad over the sanctioned leave will not be allowed; and
- (5) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully


(Masud Ahmed Khan)
Assistant General Manager

Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.

www: sonalibank.com.bd	Human Resource Management Division (Sec-3) Head Office, Motijheel C/A.Dhaka-1000. Bangladesh. Phone : 88-02-223385529 E-Mail:l. dgmhrmd@sonalibank.com.bd.	Hot Line: 16639 Overseas+8809610016639
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Yours faithfully

Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

01. Deputy General Manager, Establishment & Engineering Division, Sonali Bank PLC, Head Office, Dhaka. They are requested to send his joining report after avail of leave.
02. Immigration Officer, All International Airports/Landports of Bangladesh.
03. Master Copy /Personal File/Office Copy.

Assistant General Manager

Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.