



SONALI BANK PLC
Credible and Smart

NO.HRMD/OMD/SEC-2/(PF-21312)/ 2275

Dated : 08 April, 2025

HOSNE ARA (34483)

(Passport No-A03708960)

Principal Officer

Treasury Management Division-2 (Mid & Back Office)

Sonali Bank PLC

Head Office, Dhaka

Bangladesh.

Subject : Sanction of 45 (Forty Five) days' leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Hajj-2025.

Dear Sir,

Please refer to the letter no 747 dated 04 March, 2025 of Sonali Bank PLC, Treasury Management Division-2 (Mid & Back Office), Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Treasury Management Division-2 (Mid & Back Office), Head Office, Dhaka, the Authority has sanctioned 45 (Forty Five) days' leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with permission to visit K.S.A. for performing Holy Hajj-2025 under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- The Period of travelling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanction letter will be valid only for performing Holy Hajj-2025.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

01. Deputy General Manager, Treasury Management Division-2 (Mid & Back Office), 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 Land Ports, Bangladesh.
- ✓03. Website Copy.

Assistant General Manager

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

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