



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-18578)/2483

Date : 24 April, 2025

MD JOHRUL ISLAM (G-41528)

(Passport No- A00603262)

Engineer (IT)

Sonali Bank PLC

Court Building Branch, Rajshahi

Bangladesh.

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

Dear Sir,

Please refer to the letter no 1284 dated 10 April, 2025 of Sonali Bank PLC, General Manager's Office, Rajshahi on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Rajshahi, 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 sanctioned 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:-

- General Manager, Sonali Bank PLC, General Manager's Office, Rajshahi.
- Deputy General Manager, Sonali Bank PLC, Principal Office, Rajshahi.
- Assistant General Manager, Sonali Bank PLC, Court Building Branch, Rajshahi with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Website Copy.

Assistant General Manager

MOSTAK AHMED
 Assistant General Manager
 Human Resource Management Division
 Sonali Bank PLC.
 H.R.M.D. Office, Dhaka.

www: sonalibank.com.bd	Human Resource Management Division, Officer Management Department (Section-2), Head Office: 35-42/44 Motijheel C/A, Dhaka-1000. Phone: 02-223384515, 02-223385529, Ext-3233, 3241 E-mail: dgmhrmd@sonalibank.com.bd, sbipmd2@sonalibank.com.bd	Hot Line: 16639 From Abroad: +8809610016639
------------------------	--	--