

**SONALI BANK PLC***Credible and Smart*

NO.HRMD/OMD/SEC-2/(PF-13357)/2276

Dated : 08 April, 2025

MD MAZHARUL ISLAM (36895)

(Passport No-B00029375)

Principal Officer (JC General)

Sonali Bank PLC

Dargagate Corporate Branch, Sylhet

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 493 dated 04 March, 2025 of Sonali Bank PLC, General Manager's Office, Sylhet on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Sylhet, 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.
- During the leave period, Mr. Shamol Chandra Das (45974), Principal Officer, Sonali Bank PLC, Dargagate Corporate Branch, Sylhet will take over the charges and perform the role of JC General of Dargagate Corporate Branch, Sylhet temporarily in addition to his own duties.

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, Sylhet.
- Deputy General Manager, Sonali Bank PLC, Dargagate Corporate Branch, Sylhet with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Mr. Shamol Chandra Das (45974), Principal Officer, Sonali Bank PLC, Dargagate Corporate Branch, Sylhet will take over the charges and perform the role of JC General of Dargagate Corporate Branch, Sylhet temporarily in addition to his own duties.
- 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.  
Head Office, Dhaka.

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