



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-30730)/2879

Date : 24 April, 2025

MD. AHSAN HABIB (G-39711)

(Passport No- A 16372488)

Principal Officer (Manager)

Sonali Bank PLC

Sadanandapur Branch, Sirajganj

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 203 dated 17 April, 2025 of Sonali Bank PLC, General Manager's Office, Bogura 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, Bogura, 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, Ms. Moutushi Paul (G-51443), Senior Officer, Sonali Bank PLC, Sadanandapur Branch, Sirajganj will take over the charges and perform the role of manager of the branch temporarily in addition to her 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, Bogura.
- Deputy General Manager, Sonali Bank PLC, Principal Office, Sirajganj with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Ms. Moutushi Paul (G-51443), Senior Officer, Sonali Bank PLC, Sadanandapur Branch, Sirajganj; she will take over the charges and perform the role of manager of the branch temporarily in addition to her own duties during the leave period Mr. Md. Ahsan Habib.
- 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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