



সোনালী ব্যাংক পিএলসি.

বিশ্বস্ত ও স্মার্ট

NO-SBL/PO/LE/

Date: 23-02-2025

Khurshida Begum (G-34419)
(Passport No: A17454531)
Principal Officer
Sonali Bank PLC.
Principal Office
Netrakona
Bangladesh

ইনফরমেশন প্রদানকারী প্রতিষ্ঠান (সিআইডি আইডি)
সোনালী ব্যাংক পিএলসি, প্রধান কার্যালয়, ঢাকা।
তারিখ: ০৫/০৬/২০২৫
একিএম-১/২/৩, এসপিওসি/প্রশাসনিক/ইউআর (সিআইডি)
৫৫৬
১. উপস্থাপন করুন
২. আলোচনা করুন
৩. দ্রুত জবাব দিন
৪. প্রয়োজনীয় পদক্ষেপ নিন

Ms. Rabbani
B
6/5

Subject : Sanction of 15 (Fifteen) Days leave (Outside Bangladesh) with full pay to visit K.S.A. for performing Holy Umrah.

Dear Sir,

In Consideration of your application regarding the captioned subject the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit K.S.A. vide their letter NO.HO/HRMD/OMD/SEC-2/(PF-21239)/1290 Dated 19-02-2025 under the following terms and 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 traveling will be adjusted form earned leave .
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will remain valid for 03(Three) months from the date of issue.

Now as per approval of head office and your application dated 26-01-2025 you have been sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with effect from 02-03-2025 to 16-03-2025 and relieved from your duties as at the close of business on 27-02-2025 with instruction to report back in time.

Yours faithfully

Sd/-

(Md. Nurul Islam)
Deputy General Manager (Incharge)

Copy for kind information and necessary action to:

01. General Manager, Sonali Bank PLC, General Manager's Office, Mymensingh.
02. Deputy General Manager, Human Resource Management Division, Officer Management Department, Section-2, Sonali Bank PLC, Head Office, Dhaka.
03. Deputy General Manager, Information Technology Division (Business IT) Sonali Bank PLC, Head Office, Dhaka.
04. Immigration Officer, H.S.J.I. Airports, Dhaka of Bangladesh.
05. Office Copy.

Deputy General Manager (Incharge)

www.sonalibank.com.bd

প্রিন্সিপাল অফিস, নেত্রকোণা।
ই-মেইল : netrokonaro@sonalibank.com.bd

টেলিফোন : ০২৯৯৬৬৫১৫৯৮,
০২৯৯৬৬৫১১৬৬, ০২৯৯৬৬৫১৪৯৮।