



SONALI BANK PLC

Credible and Smart

No. HRMD/SEC-7/PF/OC-8239/694

Date: 19 February, 2025

MST. NASRIN AKTER (G-40887)

Passport No. EA0487141

Officer Cash

Sonali Bank PLC.

Shilpa Bhaban Corporate Branch, Dhaka

Bangladesh.

Subject : Sanction of 15 (Fifteen) days' leave outside Bangladesh with full pay to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA).

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC. General Manager's Office, Dhaka South, Dhaka, vide their letter no-108 dated 12 January 2024, the authority has sanctioned 15 (Fifteen) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of with permission to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA) under the following terms and conditions:

- (1) This sanctioned leave will be treated as leave outside Bangladesh only to perform the Holy Umrah;
- (2) You will have to bear all expenses for the proposed visit;
- (3) There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh;
- (4) Staying abroad over the sanctioned leave will not be allowed; and
- (5) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully

Sd/ -

(Sultana Razia)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Shilpa Bhaban Corporate Branch, Dhaka. They are requested to send his joining report after avail of leave.
03. Immigration Officer, All International Airports/Landports of Bangladesh.

Sd/
19.02.2025
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC.
Head Office, Dhaka.

www.sonalibank.com.bd

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