



SONALI BANK PLC
Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-19795)/1277

Dated : 09 FEBRUARY, 2025

MD SAZZAD HOSSAIN (G-44065)
(Passport No- B 00027861)
Senior Principal Officer
Sonali Bank PLC
Sonargaon Branch, Narayanganj
Bangladesh.

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

Dear Sir,

Reference may please be made to the letter No. 29 dated the 13 January, 2025 of Loan Classification Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Loan Classification Division, Sonali Bank PLC, Head Office, Dhaka the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission to visit K.S.A. for performing Holy Umrah under the following terms & conditions:-

- a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- b) The Period of traveling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) This sanctioned letter will remain valid for 03(Three) months from the date of issue.

Yours faithfully,

Sd/-

(Mostak Ahmed)
Assistant General Manager
Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka-South, Dhaka.
02. Deputy General Manager, Loan Classification Division, Sonali Bank PLC, Head Office, Dhaka.
03. Deputy General Manager, Sonali Bank PLC, Principal Office, Narayanganj.
04. Manager, Sonali Bank PLC, Sonargaon Branch, Narayanganj with a request to send us the related joining report of the above officer specifying the date of leave availed.
05. Immigration Officer, All Airports/All Land Ports, Bangladesh.
06. Website Copy

Assistant General Manager

MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head 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, sblpmd2@sonalibank.com.bd

Hot Line:16639
From Abroad :
+8809610016639