



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

NO.HO/HRMD/OMD/SEC-2/(PF-24827)/1178

Dated : 09 FEBRUARY, 2025

MANIRA AKHTER (G-47020)  
(Passport No-A 00145823)  
Programmer  
Information Technology Division  
(Business IT)  
Sonali Bank PLC  
Head Office  
Dhaka, 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. 45 dated the 19 January, 2025 of Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Information Technology Division (Business IT), 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 travelling 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. Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
02. Immigration Officer, All Airports/All Lands Ports, Bangladesh.
- ✓ 03. Website Copy.

Assistant General Manager

**MOSTAK AHMED**  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC  
Head Office, Dhaka.

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