



SONALI BANK PLC
Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-13700)/3777

Dated : 09 MAY,2024

SURAIYA HOSSAIN (G-37750)
(Passport No- A 13674859)
Principal Officer (JC General)
Sonali Bank PLC
Bangabandhu Jatio Stadium Branch, Dhaka
Bangladesh.

Subject : Sanction of 45 (Forty Five) days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Hajj-2024.

Dear Sir,

Reference may please be made to the letter No.1619 dated the 06 May, 2024 of Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka the authority has sanctioned 45 (Forty Five) 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 Hajj-2024 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.
- Mr.Md. Aowlad Hossain (37984), Principal Officer, Sonali Bank PLC, Bangabandhu Jatio Stadium Branch, Dhaka will hold the charges temporarily as JC General during your sanctioned leave period.
- This sanction letter will be valid only for performing Holy Hajj-2024.

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-Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Bangabandhu Avenue (Dhaka Central) Dhaka.
03. Manager, Sonali Bank PLC, Bangabandhu Jatio Stadium Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. Mr.Md. Aowlad Hossain (37984), Principal Officer, Sonali Bank PLC, Bangabandhu Jatio Stadium Branch, Dhaka. He will hold the charges temporarily as JC General of the Branch during the sanctioned leave period of Ms.Suraiya Hossain.
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
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