



SONALI BANK PLC
Credible and Smart

NO.HRMD/OMD/SEC-2/(PF-30499)/1292

Dated : 19 FEBRUARY, 2025

MD ZAMAL HOSSAIN (39136)
(Passport No-A 12459301)
Principal Officer
Sonali Bank PLC
New Market 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-2025.

Dear Sir,

Reference may please be made to the letter No 253 dated the 26 January, 2025 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 General Manager's Office, Dhaka-Central, Dhaka the authority has sanctioned 45 (Forty Five) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit K.S.A. for performing Holy Hajj-2025 under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- The Period of traveling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanction letter will be valid only for performing Holy Hajj-2025.

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, Dhaka West.
03. Assistant General Manager, Sonali Bank PLC, New Market 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. 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