



SONALI BANK PLC
Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-13738)/8255

Dated : 22 OCTOBER, 2024

MD ASHRAF UZ ZAMAN (G-38128)
(Passport No-A 15637769)
Principal Officer
Sonali Bank PLC
Sylhet Corporate Branch, Sylhet
Bangladesh.

Subject : Sanction of 10 (Ten) days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Umrah Hajj.

Dear Sir,

Reference may please be made to the letter No.2646 dated the 24 September, 2024 of Sonali Bank PLC, General Manager's Office, Sylhet on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Sylhet the authority has sanctioned 10 (Ten) 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 Hajj 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.
- 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, Sylhet.
02. Assistant General Manager, Sonali Bank PLC, Sylhet Corporate Branch, Sylhet with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Immigration Officer, All Airports/All Land Ports, Bangladesh.
04. 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, sbipmd2@sonalibank.com.bd	Hot Line: 16639 From Abroad : +8809610016639
------------------------	---	--