



**SONALI BANK PLC**

*Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-27456)/9537

Dated : 23 DECEMBER, 2024

MD SHAHJAHAN (G-39068)  
(Passport No- A 05475132)  
Principal Officer (Manager)  
Sonali Bank PLC  
Noabazar Branch, Cumilla  
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.3004 dated the 25 November, 2024 of Sonali Bank PLC, General Manager's Office, Cumilla on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office Cumilla the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from 15 January, 2025 or thereafter the date of availing with a permission to visit K.S.A. for performing Holy Umrah 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. Rathin Chakraborty (52421), Senior Officer, Sonali Bank PLC, Noabazar Branch, Cumilla will hold the charges temporarily as manager during your sanctioned leave period.
- 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:-

- General Manager, Sonali Bank PLC, General Manager's Office, Cumilla.
- Deputy General Manager, Sonali Bank PLC, Principal Office, Cumilla-South with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Mr. Rathin Chakraborty (52421), Senior Officer, Sonali Bank PLC, Noabazar Branch, Cumilla. He will hold the charges temporarily as manager during the sanctioned leave period of Mr. Md. Shahjahan.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Website Copy

Assistant General Manager

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

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| <a href="http://www.sonalibank.com.bd">www: sonalibank.com.bd</a> | Human Resource Management Division, Officer Management Department (Section-2), Head Office: 35-42, 44 Motijheel C/A, Dhaka-1000.<br>Phone: 02-223384515, 02-223385529 , Ext-3233, 3241<br>E-mail : dgmhrmd@sonalibank.com.bd, sblpmd2@sonalibank.com.bd | Hot Line:16639<br>From Abroad :<br>+8809610016639 |
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