SONALI BANK PLC
Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-14177)/**8261**   Dated : <u>29 OCTOBER, 2024</u>

MALIK MD PARVEZ GOFRAN (G-37232)
(Passport No- A 14383993)
Principal Officer
Sonali Bank PLC
Tejgaon Industrial Area Branch, Dhaka
<u>Bangladesh.</u>

Subject : Sanction of 15 (Fifteen) days leave (outside Bangladesh) with full pay to visit K.S.A. for <u>performing Holy Umrah Hajj.</u>

Dear Sir,

Reference may please be made to the letter No.5568 dated the 16 October, 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 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 Hajj 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 traveling 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

<u>Copy forwarded for kind information & necessary action to:-</u>

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. Assistant General Manager, Sonali Bank PLC, Tejgaon Industrial Area Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. Website Copy

<u>Assistant General Manager</u>

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