



Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-5/UMRAH_KSA/SOC-10616/1261

Date: 11 February, 2025

RUMANA AKHTER (G-42614)
Senior Officer Cash (Joint Custodian Cash)
(Passport No: A08622680)
Sonali Bank PLC
Jatio Kabi Kazi Nazrul Islam Bishwabidyalaya Branch, Mymensingh.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit Kingdom of Saudi Arabia for performing Umrah.

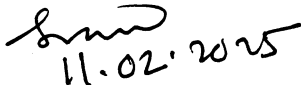
Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Mymensingh vide their letter no 231 dated 04/02/2025, the authority has sanctioned 15 (**Fifteen**) days leave with full pay (Outside Bangladesh) including transit period and government/weekly holidays from the date of availment with a permission to visit Kingdom of Saudi Arabia for performing Umrah under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC/Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,


11.02.2025

(Sultana Razia)
Assistant General Manager

Sultana Razia
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC.
Head Office, Dhaka.

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

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Yours faithfully,

Sd/-

(Sultana Razia)
Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC, General Manager's Office, Mymensingh.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Mymensingh. Please send the joining report of the related officer specifying the date of leave availed.
3. Manager, Sonali Bank PLC, Jatio Kabi Kazi Nazrul Islam Bishwabidyalaya Branch, Mymensingh.
4. Mr. Parth Pratim Dey (G-52447), Officer Cash, Sonali Bank PLC, Jatio Kabi Kazi Nazrul Islam Bishwabidyalaya Branch, Mymensingh. As per recommendation of General Manager's Office, Mymensingh and consequent approval of the authority you will take over the charge of Joint Custodian Cash temporarily during the leave of Rumana Akhter (G-42614).
5. Immigration Officer, All Airport, All Land port, Bangladesh.
6. Personal File/Master Copy.

11.02.2025

Assistant General Manager