



Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-5/UMRAH_KSA/SOC-09857/428

Date: 14 January, 2025

SHAMIMA RAHMAN MUNNI (G-38796)
Senior Officer Cash
(Passport No: A09178729)
Sonali Bank PLC
College Gate Branch, Dhaka.

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, Dhaka-Central, Dhaka vide their letter no 6482 dated 29/12/2024, the authority has sanctioned **15 (Fifteen)** days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of avilment 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,


14.01.2025
(Sultana Razia)
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC
Head Office, Dhaka.

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

Human Resource Management Division (Section-5), Head Office, Sonali Bank PLC
35-42, 44, Motijheel Commercial Area, Dhaka-1000.
Contact: 02-223384515, 02-47115437, Email : sbl.hrmd5@sonalibank.com.bd

Hotline : 16639
+880 9610016639



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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, Dhaka-Central, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka west, Dhaka Please send the joining report of the related officer specifying the date of leave availed.
3. Assistant General Manager, Sonali Bank PLC, College Gate Branch, Dhaka.
4. Immigration Officer, All Airport, All Land port, Bangladesh.

Sd/-
14.01.2025
Assistant General Manager
Sultana Razia
Assistant General Manager
Human Resources Management Division
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