



Sonali Bank PLC
Credible and Smart

No.HRMD/SEC-6/PF/SS-1/2558/1321

Date:09 February 2025

MD ABUL BASHAR (G-32434)

Passport No. A16219740

Supporting Staff-1

Sonali Bank PLC.

General Manager's Office

Dhaka Central, Dhaka.

Bangladesh.

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

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka Central, Dhaka vide their letter no 81 dated 08 January, 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 avail with permission to visit Saudi Arabia for observing Omrah under the following terms & conditions:

Conditions:

- (1) You will have to bear all expenses for the proposed visit;
- (2) There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh;
- (3) Staying abroad over the sanctioned leave will not be allowed; and
- (4) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully

Sd/ -

(Sultana Razia)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC., General Manager's Office, Dhaka-Central, Dhaka. They are requested to send his joining report after avail of leave.
02. Mr. Rupes Chandra Das (G-36509), Supporting Staff-1, Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka. As per recommendation of General Manager's Office, Dhaka Central, Dhaka and consequent approval of the authority you will take over the charge of Mr. Md Abul Bashar (G-32434) temporarily during his leave.
03. Immigration Officer, All International Airports/Land ports of Bangladesh

Sent
09.02.2025
Sultana Razia
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC.
Head Office, Dhaka.

www.sonalibank.com.bd

Human Resource Management Division (Section-6), Head Office, Sonali Bank PLC
35-42, 44, Motijheel Commercial Area, Dhaka-1000.
Contact: 02-223384515, 02-47115437, Email : sbl.hrmd6@sonalibank.com.bd

Hotline : 16639
+880 9610016639