



Sonali Bank PLC
Credible and Smart

No.HRMD/SEC-6/PF/OFF.C/8795/1924

Date:09 March 2025

MST MASUDA BEGUM (G-34236)

Passport No. A12616542

Officer (Cash)

Sonali Bank PLC.

Chakhar Branch

Barisal

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 PLC, General Manager's Office, Barisal vide their letter no 438 dated 04 February, 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, Barisal.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Barisal West, Barisal.
03. Manager, Sonali Bank PLC, Chakhar Branch, Barisal. They are requested to send his joining report after avail of leave.
04. Mr. Maruf Hossain Swapon, Officer, Sonali Bank PLC, Chakhar Branch, Barisal. As per recommendation of General Manager's Office, Barisal and consequent approval of the authority you will take over the charge of MST Masuda Begum (G-34236) temporarily during his leave.
05. Immigration Officer, All International Airports/Land ports of Bangladesh


09.03.2025
Assistant General Manager

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

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