



Subarna Rahman (38241)  
Senior Principal Officer  
Sonali Bank PLC  
Satmasjid Road Branch  
Dhaka, Bangladesh.

**Subject: Sanction of 05 days leave (outside Bangladesh) with full pay to visit Nepal.**

Dear Sir,

Please refer to the letter no. 770 dated 05 March 2025 of Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka Central, Dhaka, the Authority has sanctioned 05 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 03 April 2025 or from the date of availing with a permission to visit Nepal under the following terms & conditions:

**Conditions :**

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
2. The period of travelling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours Faithfully,

Sd/-  
(Mostak Ahmed)  
Assistant General Manager

**Copy forwarded for kind information & necessary action to :**

01. The General Manager, Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka West, Dhaka.
03. The Assistant General Manager (Incumbent), Sonali Bank PLC, Satmasjid Road Branch, Dhaka with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
04. Immigration Officer, All Airports/ All Landports, Bangladesh.
- ✓ 05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

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