



NO. HRMD/OMD/SEC-1/8422

Date: 12 October, 2026

Shahnaz Begum (33910)
Passport No. A14620770
Deputy General Manager
Treasury Management Division (Mid Office)
Sonali Bank PLC
Head Office, Dhaka
Bangladesh.

Subject: Sanction of 30 days leave (outside Bangladesh) with full pay to visit Australia.

Sir,

Please refer to the letter no. 249 dated 24 September, 2026 of Treasury Management Division (Mid Office), Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of Treasury Management Division (Mid Office), the competent authority has sanctioned you 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 05 January, 2027 or from the date of availing with permission to visit Australia under the following terms & conditions:

Terms & Conditions:

1. You will 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 will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issuance.

As per approval of the authority Mr. Md. Moniruzzaman (35138), Deputy General Manager, Branches Control Division, Sonali Bank PLC, Head Office, Dhaka will take over the charge (as additional Charge) of Treasury Management Division (Mid Office), temporarily during your leave period.

Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. General Manager, Treasury Management Division (Mid Office), Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above executive specifying the tenure of leave availed.
02. Deputy General Manager, Treasury Management Division (Mid Office), Sonali Bank PLC, Head Office, Dhaka.
03. Mr. Md. Moniruzzaman (35138), Deputy General Manager, Branches Control Division, Sonali Bank PLC, Head Office, Dhaka. He will take over the charge (as additional Charge) of Treasury Management Division (Mid Office) during the sanctioned leave period of Ms. Shahnaz Begum.
04. Immigration Officer, All Airports, Bangladesh.
- ✓ 05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager
Shamsuzzaman Talukder
Assistant General Manager

Sonali Bank PLC
HRMD (SEC-1/2), HO, Dhaka.

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