



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 3217

Dated : 24 April 2024

Gias Uddin Mahmood (34593)
General Manager
Sonali Bank PLC
General Manager's Office
Dhaka South, Dhaka, Bangladesh.

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit Thailand for medical treatment.**

Sir,

Reference may please be made to the letter no. 1092 dated 24 March 2024 of General Manager's Office, Dhaka South, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of General Manager's Office, Dhaka South, Dhaka, the Executive Board of Directors of Sonali Bank PLC in their 119th meeting held on 23 April 2024 has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 11 May 2024 or from the date of availing with a permission to visit Thailand for medical treatment under the following terms & conditions:

Terms & 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 traveling 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.

As per approval of the Authority Mrs. Shahnaz Begum (33910), Deputy General Manager, General Manager's Office, Dhaka South, Dhaka will take over the charges (as additional Charges of her present duties) of the General Manager's Office, Dhaka South, Dhaka temporarily during your leave period.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

- 01) All Deputy Managing Director, Sonali Bank PLC, Head Office, Dhaka.
- 02) The General Manager, Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
- 03) The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank PLC, Head Office, Dhaka.
- 04) Mrs. Shahnaz Begum (33910), Deputy General Manager, Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka. She will take over the charges (as additional Charges of her present duties) of the General Manager's Office, Dhaka South, Dhaka during the sanctioned leave period of Mr. Gias Uddin Mahmood.
- 05) Immigration Officer, All Airports/All Land Ports, Bangladesh.
- 06) EDP Copy (To upload the letter on Bank's website).

Assistant General Manager