



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/5252

Dated : 30 July 2025

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

**Subject : Sanction of 09 days leave (outside Bangladesh) with full pay to visit
China & South Korea.**

Sir,

Reference may please be made to the letter no. 2325 dated 13 July 2025 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 Board of Directors of Sonali Bank PLC in their 897th meeting held on 29 July 2025 has sanctioned 09 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 31 July 2025 or from the date of availing with a permission to visit China & South Korea as medical attendant 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 Mr. Mohammad Yasin (34626), Deputy General Manager, General Manager's Office, Dhaka South, Dhaka will take over the charges 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) Mr. Mohammad Yasin (34626), Deputy General Manager, Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka. He will take over the charges of the General Manager's Office, Dhaka South, Dhaka during the sanctioned leave period of Mr. Gias Uddin Mahmood.
- 05) Immigration Officer, All Airports, Bangladesh.
- 06) EDP Copy (To upload the letter on Bank's website).



Assistant General Manager

MOSTAK AHMED

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