



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 4872

Dated : 17 July 2025

Shahida Khanam (34681)  
Principal (General Manager)  
Sonali Bank Staff College  
Dhaka, Bangladesh.

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit Malaysia.**

Sir,

Reference may please be made to the letter no. 512 dated 25 June 2025 of Sonali Bank Staff College, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Sonali Bank Staff College, Dhaka, the Board of Directors of Sonali Bank PLC in their 896<sup>th</sup> meeting held on 15 July 2025 has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 20 July 2025 or from the date of availing with a permission to visit Malaysia 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 Ms. Jannatul Ferdaus (36262), Deputy General Manager, Sonali Bank Staff College, Dhaka will take over the charges of the Sonali Bank Staff College, 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) Principal (General Manager), Sonali Bank Staff College, 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) Ms. Jannatul Ferdaus (36262), Deputy General Manager, Sonali Bank Staff College, Dhaka. She will take over the charges of the Sonali Bank Staff College, Dhaka during the sanctioned leave period of Ms. Shahida Khanam.
- 05) Immigration Officer, All Airports, Bangladesh.
- 06) 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.