



সোনালী ব্যাংক পিএলসি
বিশ্বস্ত ও স্মার্ট

NO. HRMD/OMD/SEC-1/ 8952

Dated : 08 November 2023

Mohammad Sarwar Abedin (34764)
Deputy General Manager
Internal Audit Compliance Division
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

**Subject: Sanction of 10 days leave (outside Bangladesh) with full pay to visit
Thailand for medical treatment.**

Sir,

Please refer to the letter no. 76 dated 22 October 2023 of Office of the Chief Audit Officer, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of Office of the Chief Audit Officer, the Authority has sanctioned 10 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 26 November 2023 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 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.

As per approval of the Authority Mr. Md. Faruque (34566), Deputy General Manager, Control & Monitoring Division, Head Office, Dhaka will take over the charges (as additional Charges of his present duties) of the Internal Audit Compliance Division temporarily during your leave.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The Chief Audit Officer, Office of the Chief Audit Officer, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above Executive specifying the date of leave availed.
02. The Deputy General Manager, Internal Audit Compliance Division/ Control & Monitoring Division, Sonali Bank PLC, Head Office, Dhaka.
03. Mr. Md. Faruque (34566), Deputy General Manager, Control & Monitoring Division, Sonali Bank PLC, Head Office, Dhaka, He will take over the charges (as additional Charges of his present duties) of the Internal Audit Compliance Division during the sanctioned leave period of Mr. Mohammad Sarwar Abedin.
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 Limited, Head Office, ৩৫-৪২, ৪৪ মতিবিল, বাণিজ্যিক এলাকা, ঢাকা-১০০০। ফোন: ০২-২২৩৩৮৪৫১৫, ০২-২২৩৩৮৫৫২৯

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হটলাইন: ১৬৬৩৯

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