



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/4671

Dated : 10 July 2025

Md Shafiqul Islam (34961)
General Manager
Sonali Bank PLC
Local Office
Dhaka, Bangladesh.

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

Sir,

Please refer to the letter no. 514(1) dated 26 May 2025 of Sonali Bank PLC, Local Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of Local Office, Dhaka, the Board of Directors of Sonali Bank PLC in their 895th meeting held on 29 June 2025 has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 11 July 2025 or from the date of availing with a permission to visit Singapore & 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 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. Sk Shahidul Islam (34528), Deputy General Manager, Local Office, Dhaka will take over the charges of the Local Office, 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, Local Office, Dhaka with a request to send us the related joining report of the above executive specifying the date of leave availed.
03. The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank PLC, Head Office, Dhaka.
04. Mr. Sk Shahidul Islam (34528), Deputy General Manager, Sonali Bank PLC, Local Office, Dhaka. He will take over the charges of the Local Office, Dhaka during the sanctioned leave period of Mr. Md Shafiqul Islam.
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

Sonali Bank PLC

Head Office, Dhaka.

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