



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/5537

Dated : 10 August 2025

Bithi Akter (35678)  
Deputy General Manager  
Sonali Bank PLC  
Principal Office, Dhaka Central  
Dhaka, Bangladesh.

Subject : **Sanction of 18 days leave (outside Bangladesh) with full pay to visit Netherlands.**

Sir,

Please refer to the letter no. 2568 dated 06 August 2025 of Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka Central, Dhaka, the Authority has sanctioned 18 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit Netherlands 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. Faruk Ahmed (36198), Assistant General Manager, Principal Office, Dhaka Central, Dhaka will take over the charges of the Principal Office, Dhaka Central, Dhaka temporarily during your leave.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

**Copy forwarded for kind information & necessary action to :**

01. The General Manager, Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka Central, Dhaka.
03. Mr. Faruk Ahmed (36198), Assistant General Manager, Sonali Bank PLC, Principal Office, Dhaka Central, Dhaka. He will take over the charges of the Principal Office, Dhaka Central, Dhaka during the sanctioned leave period of Ms. Bithi Akter.
04. Immigration Officer, All Airports, 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 PLC  
Head Office, Dhaka

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