



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 364

Dated : 14 January 2024

Aklima Islam (35707)
Deputy General Manager (Incumbent)
Sonali Bank PLC
Prime Minister's Office Corporate Branch
Dhaka, Bangladesh.

Subject : **Sanction of 08 days leave (outside Bangladesh) with full pay to visit Thailand.**
Sir,

Please refer to the letter no. 110 dated 10 January 2024 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 08 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 15 January 2024 or from the date of availing with a permission to visit Thailand under the following terms & conditions:

Terms & Conditions :

- 1) Picnic Committee of 18th bcs (administration) will 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. Noor Hossain (35148), Assistant General Manager, Prime Minister's Office Corporate Branch, Dhaka will take over the charges of the Prime Minister's Office Corporate Branch, 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 Cenral, 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 (Incumbent), Sonali Bank PLC, Prime Minister's Office Corporate Branch, Dhaka.
03. Mr. Md. Noor Hossain (35148), Assistant General Manager, Sonali Bank PLC, Prime Minister's Office Corporate Branch, Dhaka, He will take over the charges of the Prime Minister's Office Corporate Branch, Dhaka during the sanctioned leave period of Mrs. Aklima Islam.
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 Limited, Head Office, Dhaka.

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