



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 2814

Dated : 20 April 2025

Nasimatul Zannat (35780)
Deputy General Manager
Sonali Bank PLC
Principal Office
Rangpur, Bangladesh.

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

Sir,

Please refer to the letter no. 863 dated 25 March 2025 of Sonali Bank PLC, General Manager's Office, Rangpur on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Rangpur, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 16 May 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 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. Ruhul Alam (36140), Assistant General Manager, Principal Office, Rangpur will take over the charges of the Principal Office, Rangpur 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, Rangpur 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, Rangpur.
03. Mr. Md. Ruhul Alam (36140), Assistant General Manager, Principal Office, Rangpur. He will take over the charges of the Principal Office, Rangpur during the sanctioned leave period of Ms. Nasimatul Zannat.
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.