



সোনালী ব্যাংক পিএলসি  
বিশ্বস্ত ও স্মার্ট

NO.HRMD/OMD/SEC-1/ 8219

Dated : 23 October 2023

Muhammed Bazlur Rahman (35977)  
Assistant General Manager  
Sonali Bank PLC  
Principal Office  
Munshigonj, Bangladesh.

**Subject: Sanction of 25 days leave (outside Bangladesh) with full pay to  
visit Australia & United Arab Emirates.**

Dear Sir,

Please refer to the letter no. 3690 dated 25 September 2023 of Sonali Bank PLC. General Manager's Office, Dhaka South, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka South, Dhaka, the Authority has sanctioned 25 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 05 December 2023 or from the date of availing with a permission to visit Australia & United Arab Emirates 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.

Yours Faithfully,

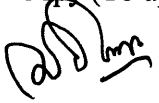
Sd/-

(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 South, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC. Principal Office, Munshigonj with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
03. Immigration Officer, All Airports, Bangladesh.
04. 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.