



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 1883

Dated : 10 March 2025

A K M Tariq Imam (36720)
Assistant General Manager
Branches Control Division
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

Subject : **Sanction of 20 days leave (outside Bangladesh) with full pay to visit India.**

Dear Sir,

Please refer to the letter no. 603 dated 25 February 2025 of Sonali Bank PLC, Branches Control Division, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and the recommendation of Branches Control Division, the Authority has sanctioned 20 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 16 April 2025 or from the date of availing with a permission to visit India as medical attendant 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 Deputy General Manager, Branches Control Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
02. Immigration Officer, All Airports/All Landports, Bangladesh.
03. 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.