



# Sonali Bank PLC

*Credible and Smart*

NO.HRMD/OMD/SEC-1/ 3196

Dated : 06 May 2025

Didarul Alam (36730)  
Assistant General Manager (Incumbent)  
Sonali Bank PLC  
Magura Branch  
Magura, Bangladesh.

Subject : **Sanction of 25 days leave (outside Bangladesh) with full pay to visit Sweden.**

Dear Sir,

Please refer to the letter no. 637 dated 15 April 2025 of Sonali Bank PLC, General Manager's Office, Jashore on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Jashore, the Authority has sanctioned 25 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 06 July 2025 or from the date of availing with a permission to visit Sweden 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.
5. During your sanctioned leave period Mr. G.M. Nazrul Islam (37469), Senior Principal Officer, Sonali Bank PLC, Magura Branch, Magura will take over the charges of the Branch temporarily.

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, Jashore.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Jhenaidah with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, Magura Branch, Magura.
04. Mr. G.M. Nazrul Islam (37469), Senior Principal Officer, Sonali Bank PLC, Magura Branch, Magura. He will take over the charges of the branch during the sanctioned leave period of Mr. Didarul Alam.
05. Mr. Mozammel Haq (44118), Senior Principal Officer, Sonali Bank PLC, Magura Branch, Magura. As per Guarantee dated 20.04.2025 he will be liable for all Loans outstanding of Mr. Didarul Alam (36730).
06. Immigration Officer, All Airports/All Landports, Bangladesh.
- ✓ 07. 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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