



SONALI BANK PLC.

Credible & Smart

No. HRMD/SEC-8/OUTSIDE/SSSG-2/3187/8333

Dated: 22 October, 2023

MD ABUL KALAM AZAD (G-38487)

Supporting Sub Staff Grade-2

(Passport No: EG0420842)

Sonali Bank PLC.

Agrabad Corporate Branch

Chattogram.

Subject: Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit Oman.

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC. General Manager's Office, Chattogram vide their letter no 5580 dated 21/09/2023 the authority has sanctioned 10 (Ten) days leave with full pay (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit Oman for the meeting with your younger brother under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC / Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Israt Jahan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC. General Manager's Office, Chattogram North, Chattogram.
2. Deputy General Manager, Sonali Bank PLC. Agrabad Corporate Branch, Chattogram with a request to send us the related joining report of the above staff specifying the date of leave availed.
3. Immigration Officer, All Airport / All Land port, Bangladesh.
4. Website Copy.
5. Personal File.

Assistant General Manager

Israt Jahan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.