



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/3758

Dated : 22 May 2025

Md Shawkat Ali Khan
Managing Director & Chief Executive Officer
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

Subject: Sanction of 05 days leave outside Bangladesh with full pay to visit Thailand for Medical treatment.

Sir,

Reference may please be made to your application dated 20 May 2025.

We have the pleasure to advise you that in consideration of your application the Board of Directors of Sonali Bank PLC in their 890th meeting held on 21 May, 2025 has sanctioned 05 days leave outside Bangladesh from 09 June 2025 to 13 June 2025 (excluding travelling period) or from the date of availing to visit Thailand for medical treatment 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 approved leave will be treated as leave outside Bangladesh.
- 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) BRPD Circular letter no.38, Dated 22 August 2024 should be followed regarding this fact.

Yours Faithfully,

S/d-

(Subhash Chandra Das, FCMA, FCA)
Deputy Managing Director

Copy forwarded for kind information & necessary action to:

01. The Governor, Bangladesh Bank, Motijheel, Dhaka.
02. The Secretary, Financial Institutions Division, Ministry of Finance, Government of the People's Republic of Bangladesh.
03. All Deputy Managing Directors, Sonali Bank PLC, Head Office, Dhaka.
04. The Company Secretary, Company Affairs and Board Division, Sonali Bank PLC, Head Office, Dhaka.
05. All General Managers, Sonali Bank PLC, Dhaka.
06. The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank PLC, Head Office, Dhaka
07. The Director, Hazrat Shahjalal (R) International Airport, Dhaka, Bangladesh.
08. Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka, Bangladesh.
- ✓ 09. EDP Copy (To upload the letter on Bank's website).


Deputy Managing Director

Subhash Chandra Das, FCMA, FCA
Deputy Managing Director
Sonali Bank PLC
Head Office, Dhaka.

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