



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-19123)/6002

Date : 26 August, 2025

MOHAMMAD SIRAZUM MUNIR PAVEL (G-41906)

(Passport No- A01917773)

Engineer (IT)

Information Security, IT Risk Management & Fraud Control Division

Sonali Bank PLC

Head Office, Dhaka

Bangladesh.

Subject: Sanction of 20 (Twenty) days' leave (Outside Bangladesh) with full pay to visit Thailand.

Dear Sir,

Please refer to the letter no 519 dated 17 August, 2025 of Information Security, IT Risk Management & Fraud Control Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Information Security, IT Risk Management & Fraud Control Division, Sonali Bank PLC, Head Office, Dhaka, the Authority has sanctioned 20 (Twenty) days' leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with permission to visit Thailand as medical attendant under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of People's Republic of Bangladesh.
- The period of travelling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:

01. Deputy General Manager, Information Security, IT Risk Management & Fraud Control Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
02. Immigration Officer, All Airports/All Land Ports, Bangladesh.
03. Website Copy.

Assistant General Manager

MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC -
Head Office, Dhaka.

www: sonalibank.com.bd

Human Resource Management Division, Officer Management Department
(Section-2), Head Office: 35-42, 44 Motijheel C/A, Dhaka-1000
Phone: 02-223384515, 02-223385529, Ext-3233, 3241
E-mail: dgmhrmd@sonalibank.com.bd, sblpmd2@sonalibank.com.bd

Hot Line: 16639
From Abroad:
+8809610016639