



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 2838

Dated : 09 April 2024

Md Zahurul Islam (35692)
Deputy General Manager (Incumbent)
Sonali Bank PLC
Wage Earner's Corporate Branch
Dhaka, Bangladesh.

USA address:

177-44 105TH AVE
JAMAICA, NY-11433
USA.
Phone: +1-347-605-1454
E-mail: zahurul1969@yohoo.com

Subject : **Sanction of 18 days leave (outside Bangladesh) with full pay to visit USA.**

Sir,

Please refer to the letter no. 1261 dated 08 April 2024 of Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka Central, Dhaka, the Authority has sanctioned 18 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 15 April 2024 or from the date of availing with a permission to visit USA as 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 traveling 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.

As per approval of the Authority Mr. Kanzurul Islam (35231), Assistant General Manager, Wage Earner's Corporate Branch, Dhaka will take over the charges of the Wage Earner's Corporate Branch, Dhaka temporarily during your leave.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forward for kind information & necessary action to :

01. The General Manager, Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
02. The Deputy General Manager(Incumbent), Sonali Bank PLC, Wage Earner's Corporate Branch, Dhaka.
03. Mr. Kanzurul Islam (35231), Assistant General Manager, Sonali Bank PLC, Wage Earner's Corporate Branch, Dhaka. He will take over the charges of the Branch during the sanctioned leave period of Mr. Md Zahurul Islam.
04. Immigration Officer, All Airports, Bangladesh.
05. 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