



সোনালী ব্যাংক পিএলসি

বিশ্বস্ত ও স্মার্ট

No-HO/RMD/NOC/৭৭২
Dated : 18 August, 2025

Mst. Limu Khatun (Passport No-A09331297)
Senior Officer (G-49205)
Risk Management Division
Head Office, Dhaka.

ইন্টারন্যাশনাল টেলিফোনিক সিস্টেম (বিশ্বস্ত ও স্মার্ট)
সোনালী ব্যাংক পিএলসি, প্রধান কার্যালয়, ঢাকা।
তারিখ: ২০/৮/২০২৫
একিএম-১/১/১, এজিএম/১/১/১, ইজিএম (১/১/১)
১. উপস্থাপন করুন
২. সন্মতি করুন
৩. প্রত্যাখ্যান দিন
৪. প্রয়োজীয় পদক্ষেপ দিন
৫. সিদ্ধান্ত নিন

২২৫০.
Mr. Rabbani, RO
19/08

Subject : Permission to avail the Sanctioned 01 (One) year Extra ordinary (outside Bangladesh) leave (172 days Earned Leave on Average Pay and 193 days Leave without pay) From 24/08/2025 as per application.

Dear Limu,

With Reference to your application, Date: 17/08/2025, you are already informed that Sonali Bank PLC, Human Resource Management Division (see-3), Head Office, Dhaka has sanctioned of 1(One) year Extra ordinary (outside Bangladesh) leave with 172 days Earned Leave on Average Pay and 193 days Leave without pay vide their letter No.5222 dated 31 July, 2025 to study in Denmark under the following terms & conditions :-

- 1(One) year Extra ordinary (outside Bangladesh) leave with 172 days Earned Leave on Average Pay and 193 days Leave without pay, starting from the date of 24/08/2025.
- You will have to bear all expenses of the study. There will be no financial involvement of Sonali Bank Limited/Government of Bangladesh.
- This sanctioned letter will remain valid for 03(three) months from the date of issue.
- The approved Programme and University cannot be changed under any circumstances.
- You must email your contact address as soon as you arrive in Denmark to dgmhrmd@sonalibank.com.bd, sbl.hrmd3@sonalibank.com.bd and dgmrrmd@sonalibank.com.bd.
- Within 07 (seven) days of your arrival in Denmark you must report to the Bangladesh Embassy located there.
- You will compulsorily join the Bank on the next working day after returning home.
- You will submit the certificate of obtaining your degree in this division within 07 (seven) days of joining in the workplace.
- Granted leave without pay shall not be counted for the purpose of increment, gratuity, leave entitlement and promotion.
- During the study period your salary/allowances will be paid in Bangladeshi currency as per rules of Bank.
- Staying abroad over the sanctioned period is strictly prohibited.

Yours faithfully

Sd/-

(Shayamal Kumar Mondal)
Deputy General Manager
Phone : 01710366699

Copy forwarded for kind information & necessary action to :-

01. Deputy General Manager, Sonali Bank Limited, Human Resource Management Division (sec-3), Head Office, Dhaka.
02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
03. Immigration Officer, All Airports/All Land Ports, Bangladesh.

Deputy General Manager
SHAYAMAL KUMAR MONDAL
Deputy General Manager
Risk Management Division
Sonali Bank PLC.
Head Office, Dhaka.

www.sonalibank.com.bd	রিস্ক ম্যানেজমেন্ট ডিভিশন, প্রধান কার্যালয়, ৬২, মিলকুশা বাণিজ্যিক এলাকা (চমতলা), ঢাকা। টেলিফোন নং ০২-৪৭১১৮৪৭১ (ডিজিএম), ০২-৪৭১১৮৭১৬ (এজিএম) ই-মেইল: dgmrrmd@sonalibank.com.bd	হটলাইন: ১৬৬৩৯ +৮৮০৯৬১০০১৬৬৩৯
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