



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/4053

Dated : 04 June 2025

Shaheen Akther (35835)
Senior Principal Officer
Sonali Bank PLC
Pallabi Branch
Dhaka, Bangladesh.

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit Japan.**

Dear Sir,

Please refer to the letter no. 1112 dated 29 May 2025 of Sonali Bank PLC, General Manager's Office, Dhaka North, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka North, Dhaka, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 15 July 2025 or from the date of availing with a permission to visit Japan 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 travelling 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.

Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The General Manager, Sonali Bank PLC, General Manager's Office, Dhaka North, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Mirpur, Dhaka.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, Pallabi Branch, Dhaka. with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
04. Mr. Khaled Mohammad Jahangir (36644), Assistant General Manager, Sonali Bank PLC, Local Office, Dhaka. As per Guarantee dated 18.05.2025 He will be liable for all Loans outstanding of Mrs. Shaheen Akther (35835).
05. Immigration Officer, All Airports/All Landports, Bangladesh.
06. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC.
HRMD (SEC-1) HO, Dhaka