



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 5454

Dated : 02 July 2024

Md Ali Ashraf Abu Taher (34859)
General Manager
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

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

Sir,

Reference your application dated 30 June 2024 on the captioned subject.

We have the pleasure to advise you that in consideration of your application, the Executive Board of Directors of Sonali Bank PLC in their 122th meeting held on 02 July 2024 has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 10 July 2024 or from the date of availing with a permission to visit India as medical attendant 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.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

- 01) All Deputy Managing Director, Sonali Bank PLC, Head Office, Dhaka.
- 02) All General Manager, Sonali Bank PLC, Head Office, Dhaka.
- 03) The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank PLC, Head Office, Dhaka.
- 04) Immigration Officer, All Airports/All Land Ports, 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.