



**Sonali Bank PLC**  
*Credible and Smart*

NO. HRMD/OMD/SEC-1/1184

Dated : 05 February 2025

Md Shafiqul Islam (34961)  
General Manager  
Sonali Bank PLC  
Local Office  
Dhaka, Bangladesh.

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

Sir,

Please refer to the letter no. 38 dated 13 January 2025 of Sonali Bank PLC, Local Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of Local Office, Dhaka, the Board of Directors of Sonali Bank PLC in their 882th meeting held on 04 February 2025 has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 09 February 2025 or from the date of availing with a permission to visit Thailand 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.

As per approval of the authority Mr. Sk Shahidul Islam (34528), Deputy General Manager, Local Office, Dhaka will take over the charges of the Local Office, Dhaka temporarily during your leave period.

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. The General Manager, Sonali Bank PLC, Local Office, Dhaka with a request to send us the related joining report of the above executive specifying the date of leave availed.
03. The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank PLC, Head Office, Dhaka.
04. Mr. Sk Shahidul Islam (34528), Deputy General Manager, Sonali Bank PLC, Local Office, Dhaka. He will take over the charges of the Local Office, Dhaka during the sanctioned leave period of Mr. Md Shafiqul Islam.
05. Immigration Officer, All Airports, Bangladesh.
06. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

**MOSTAK AHMED**  
Assistant General Manager

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Head Office, Dhaka.

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