



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 8068

Dated : 15 October 2024

Faria Huda (35186)
Senior Principal Officer (Manager)
Sonali Bank PLC
Kotbari Branch
Cumilla, Bangladesh.

Subject: Sanction of 30 days leave (outside Bangladesh) with full pay to visit U.S.A.

Dear Sir,

Please refer to the letter no. 2542 dated 25 September 2024 of Sonali Bank PLC, General Manager's Office, Cumilla on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Cumilla, the Authority has sanctioned 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 01 November 2024 or from the date of availing with a permission to visit U.S.A under the following terms & conditions:

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.
5. During your sanctioned leave period Mr. Md. Azad (37642), Senior Principal Officer, Sonali Bank PLC, Kotbari Branch, Cumilla will take over the charges of the Kotbari Branch, Cumilla temporarily.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The General Manager, Sonali Bank PLC, General Manager's Office, Cumilla.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Cumilla-North, Cumilla, with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. Manager, Sonali Bank PLC, Kotbari Branch, Cumilla.
04. Mr. Md. Azad (37642), Senior Principal Officer, Sonali Bank PLC, Kotbari Branch, Cumilla. He will take over the charges of the Kotbari Branch, Cumilla during the sanctioned leave period of Mrs. Faria Huda.
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
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.