



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 5033

Dated : 19 June 2024

Mohammad Sarwar Morshed Bhuiyan (36072)  
Assistant General Manager  
General Advances Division  
Sonali Bank PLC  
Head Office  
Dhaka, Bangladesh.

U.S.A. address:  
93-17, 49th Ave.  
Elmhurst, NY-11373  
U.S.A.

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

Dear Sir,

Please refer to the letter no. 1146 dated 02 June 2024 of General Advances Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the Authority has sanctioned 30 days outside Bangladesh leave including transit period and government/ weekly holidays from 07 July 2024 or from the date of availing with a permission to visit U.S.A. 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/-

(Mostak Ahmed)

Assistant General Manager

**Copy forwarded for kind information & necessary action to:**

01. The Deputy General Manager, General Advances Division, Sonali Bank PLC, Head Office, Dhaka, with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
02. Immigration Officer, All Airports, Bangladesh.
03. 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.