



# Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 881

Dated : 27 January 2025

Mohammad Shahnewaz (37547)  
Senior Principal Officer (Manager)  
Sonali Bank PLC  
Taraboo Bazar Branch  
Narayanganj, Bangladesh.

Subject : **Sanction of 25 days leave (outside Bangladesh) with full pay to visit Thailand.**

Dear Sir,

Please refer to the letter no.156 dated 12 January 2025 of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka South, Dhaka, the Authority has sanctioned 25 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit Thailand 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 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 Ms. Adity Bhowmick (49470), Senior Officer, Sonali Bank PLC, Taraboo Bazar Branch, Narayanganj will take over the charges of the Branch 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, Dhaka South, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Narayanganj 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, Taraboo Bazar Branch, Narayanganj.
04. Ms. Adity Bhowmick (49470), Senior Officer, Sonali Bank PLC, Taraboo Bazar Branch, Narayanganj . He will take over the charges of the branch during the sanctioned leave period of Mr. Mohammad Shahnewaz.
05. Immigration Officer, All Airports/All Landports, 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.