



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 548

Dated : 16 January 2025

Ashutosh Das (37647)  
Senior Principal Officer (Manager)  
Sonali Bank PLC  
Biswanath Branch  
Sylhet, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 3221 dated 02 December 2024 of Sonali Bank PLC, General Manager's Office, Sylhet on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Sylhet, the Authority has sanctioned 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 19 January 2025 or from the date of availing with a permission to visit Australia 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 Mr. Md. Golam Hossain (39091), Principal Officer, Sonali Bank PLC, Biswanath Branch, Sylhet 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, Sylhet.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Sylhet 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, Biswanath Branch, Sylhet.
04. Mr. Sajal Acharjee (38084), Senior Principal Officer (Manager), Sonali Bank PLC, Station Road Branch, Sylhet. As per Guarantee dated 24 November 2024 he will be liable for all Loans outstanding of Mr. Ashutosh Das (37647).
05. Mr. Md. Golam Hossain(39091), Principal Officer, Sonali Bank PLC. Biswanath Branch, Sylhet. He will take over the charges of the branch during the sanctioned leave period of Mr. Ashutosh Das.
06. Immigration Officer, All Airports/All Landports, Bangladesh.
07. 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

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