



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 8289

Dated : 29 October 2024

Arifur Rahman Bhuiyan (38065)  
Senior Principal Officer  
Company Affairs & Board Division  
Sonali Bank PLC  
Head Office  
Dhaka, Bangladesh.

**Subject: Sanction of 04 days leave (outside Bangladesh) with full pay to visit United Arab Emirates.**

Dear Sir,

Please refer to the letter no. 663 dated 22 September 2024 of Company Affairs & Board 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 04 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 09 January 2025 or from the date of availing with a permission to visit United Arab Emirates 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 traveling 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 Company Secretary, Company Affairs & Board Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer 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.