

**SONALI BANK PLC***Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-17647)/2875

Date : 22 April, 2025

ABDUL MANNAN (G-31031)
 (Passport No-A 03933062)
 Principal Officer
 Central Accounts Division (Payment)
 Sonali Bank PLC
 Head Office, Dhaka
Bangladesh.

Subject : Sanction of 15 (Fifteen) days' leave (outside Bangladesh) with full pay to visit U.S.A.

Dear Sir,

Please refer to the letter no 1055 dated 15 April, 2025 of Central Accounts Division (Payment), Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Central Accounts Division (Payment), Sonali Bank PLC, Head Office, Dhaka, the Authority has sanctioned 15 (Fifteen) days' leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with permission to visit U.S.A. under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- The period of travelling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will remain valid for 03(Three) months from the date of issue.

Yours faithfully,


Sd/-

(Mostak Ahmed)
 Assistant General Manager
 Phone: +8802223385529

Copy forwarded for kind information & necessary action to :-

- Deputy General Manager, Central Accounts Division (Payment), Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Mr. Md. Ujjal Howlader (G-49571), Senior Officer, Human Resource Management Division, Sonali Bank PLC, Head Office, Dhaka. As per Guarantee dated 16 April, 2025, he will be liable for all loans outstanding of Mr. Abdul Mannan in that period.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.

✓ 04. Website Copy.


Assistant General Manager

MOSTAK AHMED
 Assistant General Manager
 Human Resource Management Division
 Sonali Bank PLC.
 Head Office, Dhaka.

www: sonalibank.com.bd

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