



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 3941

Dated : 15 May 2024

Bithi Akter (35678)
Deputy General Manager
Human Resource Development Division
Sonali Bank PLC
Head Office, Dhaka, Bangladesh.

Subject: Permission for 30 days leave (including 15 days mandatory recreation leave) (outside Bangladesh) with full pay to visit USA, Bhutan & Canada.

Sir,

Please refer to the letter no. 1467 dated 05 May 2024 of Human Resource Development Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of Human Resource Development Division, the Authority has permitted you for 30 days leave (outside Bangladesh). The leave comprises of 15 days mandatory recreation leave (12 to 26 June 2024) & another 15 days earned leave including transit period and government/ weekly holidays from 12 June 2024 to 11 July 2024 or from the date of availing. You are permitted to visit USA, Bhutan & Canada as 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. 12 to 26 June 2024 will be treated as mandatory recreation leave.
3. Staying in abroad will not be allowed over the sanctioned period.

As per approval of the Authority Mr. Md. Mazibur Rahman (35660), Deputy General Manager, Human Resource Management Division, Head Office, Dhaka will take over the charges (as additional Charges of his present duties) of the Human Resource Development Division temporarily during your leave period.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to :

- 01) The General Manager, Human Resource Development Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above Executive specifying the date of leave availed.
- 02) The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank PLC, Head Office, Dhaka.
- 03) The Deputy General Manager, Human Resource Development Division, Sonali Bank PLC, Head Office, Dhaka.
- 04) Mr. Md. Mazibur Rahman (35660), Deputy General Manager, Human Resource Management Division, Sonali Bank PLC, Head Office, Dhaka. He will take over the charges (as additional Charges of his present duties) of the Human Resource Development Division during the sanctioned leave period of Mrs. Bithi Akter.
- 05) Immigration Officer, All Airports, 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.

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