



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-16786)/1662

Dated : 27 FEBRUARY, 2025

MD MOSHARAF HOSSAIN (G-40373)

(Passport No- A00995703)

Principal Officer (Manager)

Sonali Bank PLC

Dargram Branch, Manikganj

Bangladesh.

Subject : Sanction of 15 (Fifteen) days' leave (Outside Bangladesh) with full pay to visit Sweden.

Dear Sir,

Reference may please be made to the letter 07 dated 01 January, 2025 of Sonali Bank PLC, Bangabandhu Avenue Corporate Branch, Dhaka on the captioned subject.

This is to advise that in consideration of your application and recommendation of Sonali Bank PLC, Bangabandhu Avenue Corporate Branch, 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 Sweden 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:-

01. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka-North, Dhaka.
02. General Manager, Sonali Bank PLC, Bangabandhu Avenue Corporate Branch, Dhaka.
03. Deputy General Manager, Sonali Bank PLC, Principal Office, Manikganj with a request to appoint a temporary manager during the leave of the said officer and send us the related joining report of the above officer specifying the date of leave availed.
04. Mr. Md. Raquibul Alam (G-41780), Senior Principal Officer, Sonali Bank PLC, Principal Office Mirpur, Dhaka as his guarantor.
05. Immigration Officer, All Airports/All Land Ports, Bangladesh.
06. Website Copy.

MOSTAK AHMED
Assistant General Manager

Sonali Bank PLC.
Head Office, Dhaka

www: sonalibank.com.bd

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(Section-2), Head Office: 35-42, 44 Motijheel C/A, Dhaka-1000.
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