



SONALI BANK PLC
Credible & Smart

No. HRMD/SEC-6/OUTSIDE/SS-2/3040/8083

Dated: 15 October, 2024

MD IDRIS MIA (G-38352)
Supporting Staff-2
(Passport No: A08186241)
Establishment and Engineering Division
Sonali Bank PLC
Head Office, Dhaka.

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

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Establishment and Engineering Division, Sonali Bank PLC, Head Office, Dhaka vide their letter no 697 dated 03-10-2024 the authority has sanctioned 15 (Fifteen) days leave with full pay (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit Malaysia under the following terms & conditions:

Conditions:

1. You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC / Govt. of Bangladesh.
2. This sanctioned leave will be treated as 'Leave outside Bangladesh'.
3. Over staying is strictly prohibited.
4. This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,


Sd/-

(Sultana Razia)

Assistant General Manager

Copy forwarded for kind information & necessary action:

1. Deputy General Manager, Establishment and Engineering Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above staff specifying the date of leave availed.
2. Immigration Officer, All Airport / All Land port, Bangladesh.
3. PS to DMD Secretariat-3, Sonali Bank PLC, Head Office, Dhaka.
4. Website Copy/Personal File/Master Copy.


Sultana Razia
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.