



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 7617

Dated : 29 September 2024

Md Maswoodur Rahman (35406)
Senior Principal Officer
Sonali Bank PLC
Principal Office
Sylhet, Bangladesh.

(Temporarily Posting : Sylhet Corporate Branch, Sylhet)

Subject: Sanction of 30 days leave (outside Bangladesh) with full pay to visit U.K.

Dear Sir,

Please refer to the letter no. 2443 dated 27 August 2024 of Sonali Bank PLC, General Manager's Office, Sylhet on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Sylhet, the Authority has sanctioned 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 16 October 2024 or from the date of availing with a permission to visit U.K. 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 travelling 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 General Manager, Sonali Bank PLC, General Manager's Office, Sylhet.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Sylhet with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. The Deputy General Manager, Sonali Bank PLC, Sylhet Corporate Branch, Sylhet
04. Ms. Tania Sultana (38054), Senior Principal Officer (Manager), Sonali Bank PLC, Tilagarh Branch, Sylhet. As per Guarantee dated 12 September, 2024 she will be liable for all Loans outstanding of Mr. Md Maswoodur Rahman (35406).
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
Dhaka

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