



SONALI BANK PLC
Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-23974)/1170

Dated : 04 FEBRUARY, 2025

SK SHOHORAB AHMED (G-46742)

(Passport No- A 02232036)

Principal Officer (JC General)

Sonali Bank PLC

Tanore Branch, Rajshahi

Bangladesh.

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

Dear Sir,

Reference may please be made to the letter No.4259 dated the 05 November, 2024 of Sonali Bank PLC, General Manager's Office, Rajshahi on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Rajshahi the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission for visit in Thailand 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.
- Mr. Md. Nazmoos Sadat Siddiquee (39000), Principal Officer, Sonali Bank PLC, Tanore Branch, Rajshahi will hold the charges temporarily as JC General during your sanctioned leave period.
- 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, Rajshahi.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Rajshahi with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Manager, Sonali Bank PLC, Tanore Branch, Rajshahi.
04. Mr. Md. Nazmoos Sadat Siddiquee (39000), Principal Officer, Sonali Bank PLC, Tanore Branch, Rajshahi. He will hold the charges temporarily as JC General of the Branch during the sanctioned leave period of Mr. SK Shohorab Ahmed.
05. Immigration Officer, All Airports/All Land Ports, Bangladesh.
06. Website Copy

Assistant General Manager

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

www: sonalibank.com.bd	Human Resource Management Division, Officer Management Department (Section-2), Head Office: 35-42, 44 Motijheel C/A, Dhaka-1000. Phone: 02-223384515, 02-223385529, Ext-3233, 3241 E-mail : dgmhrmd@sonalibank.com.bd, sblpmd2@sonalibank.com.bd	Hot Line:16639 From Abroad : +8809610016639
---	---	---