



**SONALI BANK PLC**

*Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-21832)/9535

Dated : 18 DECEMBER, 2024

ROKSHANA KARIM (G-45046)

(Passport No-A 03553553)

Principal Officer

MIS & Statistics Division

Sonali Bank PLC

Head Office, Dhaka

Bangladesh.

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit in Thailand.

Dear Sir,

Reference may please be made to the letter No.792 dated the 05 December, 2024 of MIS & Statistics Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of MIS & Statistics Division, Sonali Bank PLC, Head Office, Dhaka the authority has sanctioned 30 (Thirty) days leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission for visit in Thailand as medical attendant under the following terms & conditions:-

- a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- b) The Period of travelling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) 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. Deputy General Manager, MIS & Statistics Division, Sonali Bank PLC, Head Office, Dhaka. with a request to send us the related joining report of the above officer specifying the date of leave availed.
02. Immigration Officer, All Airports/All Land Ports, Bangladesh.
03. Website Copy.

Assistant General Manager

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

<a href="http://www.sonalibank.com.bd">www: sonalibank.com.bd</a>	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
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