



# Sonali Bank PLC

*Credible and Smart*

No. HRMD/SEC-5/ ABROAD\_THI /SOC-12537/8433

Date: 06 November, 2024

UMME HABIBA MIMI (G-45625)  
Senior Officer Cash (Joint Custodian Cash)  
(Passport No: B00069613)  
Sonali Bank PLC  
Lalbag Road Branch, Dhaka.

**Subject: Sanction of 06 (Six) days leave (Outside Bangladesh) with full pay to visit Thailand for treatment.**


Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka vide their letter no 5690 dated 27/10/2024, the authority has sanctioned 06 (Six) days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of availment with a permission to visit **Thailand** for your treatment 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,

  
06.11.2024  
(Sultana Razia)  
Assistant General Manager

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

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

Human Resource Management Division (Section-5), Head Office, Sonali Bank PLC  
35-42, 44, Motijheel Commercial Area, Dhaka-1000.  
Contact: 02-223384515, 02-47115437, Email : sbl.hrmd5@sonalibank.com.bd

Hotline : 16639  
+880 9610016639



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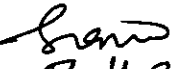
Yours faithfully,

Sd/-

(Sultana Razia)  
Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka-central, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka West, Dhaka. Please send the joining report of the related officer specifying the date of leave availed.
3. Manager, Sonali Bank PLC, Lalbag Road Branch, Dhaka.
4. Mr. Md. Abdullah Al Roman (G-47391), Senior Officer Cash, Lalbag Road Branch, Dhaka. As per recommendation of General Manager's Office, Dhaka-Central, Dhaka and consequent approval of the authority you will take over the charge of Joint Custodian Cash temporarily during the leave of UMME HABIBA MIMI (G-45625).
5. Immigration Officer, All Airport, All Land port, Bangladesh.

  
06.11.2024  
Assistant General Manager

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

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