



# Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 6222

Dated : 28 July 2024

Shayamal Kumar Mondal (34066)  
Deputy General Manager  
Sonali Bank PLC  
Principal Office  
Sherpur, Bangladesh.

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit India for medical treatment.**

Sir,

Please refer to the letter no. 829 dated 27 June 2024 of Sonali Bank PLC, General Manager's Office, Jamalpur on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Jamalpur, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India for medical treatment 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.

As per approval of the Authority Mr. Md. Khurshed Alam (35929), Assistant General Manager, Principal Office, Sherpur will take over the charges of the Principal Office, Sherpur temporarily during your leave.

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, Jamalpur with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Sherpur.
03. Mr. Md. Khurshed Alam (35929), Assistant General Manager, Sonali Bank PLC, Principal Office, Sherpur. He will take over the charges of the Principal Office, Sherpur during the sanctioned leave period of Mr. Shayamal Kumar Mondal.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. ✓ 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  
Head Office, Dhaka

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