



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 4408

Dated : 28 May, 2024

Md Golam Hasan (34642)  
Deputy General Manager  
Business Development Division  
(Product Development Team)  
Sonali Bank PLC  
Head Office, Dhaka, Bangladesh.

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

Sir,

Reference may please be made to the letter no.23 dated 20 May, 2024 of Business Development Division (Product Development Team), Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, 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 traveling 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 Md. Jashim Uddin Khan (33759), Deputy General Manager, Business Development Division, Head office, Dhaka will take over the charges (as additional Charges of his present duties) of the Business Development Division (Product Development Team) temporarily during your leave period.

Yours Faithfully,

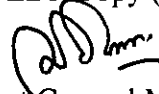
Sd/-

(Mostak Ahmed)

Assistant General Manager

**Copy forwarded for kind information & necessary action to:**

- 01) The General Manager, Business Development Division (Product Development Team), Sonali Bank PLC, Head Office, Dhaka 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, CEO & Managing Director's Secretariat, Sonali Bank PLC, Head Office, Dhaka.
- 03) Mr. Md. Jashim Uddin Khan (33759), Deputy General Manager, Business Development Division, Sonali Bank PLC, Head Office, Dhaka. He will take over the charges (as additional Charges of his present duties) of the Business Development Division (Product Development Team) during the sanctioned leave period of Mr. Md Golam Hasan.
- 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