



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 7511

Dated : 18 September 2024

Md Golam Hasan (34642)
Deputy General Manager
Risk Management Division
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.809 dated 11 September 2024 of Risk Management Division, 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 19 September 2024 or 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 Mr. Syed Nazirul Islam (35813), Deputy General Manager, Money Laundering and Terrorism Financing Prevention Division, Head office, Dhaka will take over the charges (as additional Charges of his present duties) of the Risk Management Division temporarily during your leave period.

Yours Faithfully,

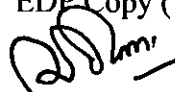
Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

- 01) The General Manager, Risk Management Division, 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. Syed Nazirul Islam (35813), Deputy General Manager, Money Laundering and Terrorism Financing Prevention Division, Sonali Bank PLC, Head Office, Dhaka. He will take over the charges (as additional Charges of his present duties) of the Risk Management Division 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

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