



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 38

Dated : 05 January 2025

Gournitai Bhadra (34752)
Deputy General Manager
Credit Administration Division
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

(Ex. Place of Posting General Manager's Office, Dhaka Central, Dhaka)

Subject : **Sanction of 30 days leave (outside Bangladesh) with full pay to visit India.**

Sir,

Please refer to the letter no. 6338 dated 17 December 2024 of Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka Central, Dhaka, the Authority has sanctioned 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 16 January 2025 or from the date of availing with a permission to visit India as medical attendant 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.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to :

- 01) The General Manager, Credit Administration 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. Md. Mahtab Hossain (34702), Deputy General Manager, General Advances Division, Sonali Bank PLC, Head Office, Dhaka. He will take over the charges (as additional Charges of his present duties) of the Credit Administration Division during the sanctioned leave period of Mr. Gournitai Bhadra.
- 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.

www.sonali.com.bd
Human Resource Management Division (Sec-1), Head Office, 34-42,44, Motijheel C/A, Dhaka-1000
Phone: 02-223384515, 02-223385529
E-mail: dgmhrmd@sonalibank.com.bd; sbl.hrmd1@sonalibank.com.bd

Hotline: 16639
+8809610016639