



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 9486

Dated : 12 December 2024

Md Anwarul Haque (35248)
Senior Principal Officer (Manager)
Sonali Bank PLC
Iswargonj Branch
Mymensingh, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 2011 dated 30 October 2024 of Sonali Bank PLC, General Manager's Office, Mymensingh on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Mymensingh, 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.
5. During your sanctioned leave period Mr. Md. Shariful Islam Bhuiyan (40182), Principal Officer, Sonali Bank PLC, Iswargonj Branch, Mymensingh will take over the charges of the Branch temporarily.

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, Mymensingh.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Mymensingh with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. Manager, Sonali Bank PLC, Iswargonj Branch, Mymensingh.
04. Mr. Md. Shariful Islam Bhuiyan (40182), Principal Officer, Sonali Bank PLC, Iswargonj Branch, Mymensingh. He will take over the charges of the branch during the sanctioned leave period of Mr. Md Anwarul Haque.
05. Immigration Officer, All Airports/All Landports, Bangladesh.
06. 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

Human Resource Management Division (Sec-1), Head Office, 34-42,44, Motijheel C/A, Dhaka-1000

www.sonalibank.com.bd

Phone: 02-223384515, 02-223385529

E-mail: dgmhrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd

Hotline: 16639
+8809610016639