



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 8071

Dated : 15 October 2024

Md Abul Kalam Azad (35528)
Assistant General Manager
Sonali Bank PLC
Principal Office
Pabna, Bangladesh.

Subject: Sanction of 25 days leave (outside Bangladesh) with full pay to visit India.

Dear Sir,

Please refer to the letter no. 3645 dated 17 September 2024 of Sonali Bank PLC, General Manager's Office, Rajshahi on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Rajshahi, the Authority has sanctioned 25 days leave (outside Bangladesh) including transit period and government/ weekly holidays 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, Sonali Bank PLC, General Manager's Office, Rajshahi.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Pabna with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
03. Immigration Officer, All Airports/ All Landports, Bangladesh.
04. 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.