



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 4885

Dated : 10 June 2024

Md Amirul Haque (35547)
Senior Principal Officer (Manager)
Sonali Bank PLC
Pirgonj Branch
Thakurgaon, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 2360 dated 20 May 2024 of Sonali Bank PLC, General Manager's Office, Dinajpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dinajpur, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 16 July 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 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. Mahendra Nath Roy (41367), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Pirgonj Branch, Thakurgaon will take over the charges of the Pirgonj Branch, Thakurgaon 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, Dinajpur.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Thakurgaon 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, Pirgonj Branch, Thakurgaon.
04. Mr. Mahendra Nath Roy (41367), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Pirgonj Branch, Thakurgaon. He will take over the charges of the Pirgonj Branch, Thakurgaon during the sanctioned leave period of Mr. Md Amirul 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

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