



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 8598

Dated : 04 November 2024

Annada Mahapatra (35552)
Senior Principal Officer (Manager)
Sonali Bank PLC
Balagonj Branch
Sylhet, Bangladesh.

Subject : **Sanction of 20 days leave (outside Bangladesh) with full pay to visit India for medical treatment.**

Dear Sir,

Please refer to the letter no. 2766 dated 07 October 2024 of Sonali Bank PLC, General Manager's Office, Sylhet on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Sylhet, the Authority has sanctioned 20 days leave (outside Bangladesh) including transit period and government/ weekly holidays 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. A.K.M. Rashadul Hasan (40077), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Balagonj Branch, Sylhet 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, Sylhet.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Sylhet 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, Balagonj Branch, Sylhet.
04. Mr. A.K.M. Rashadul Hasan (40077), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Balagonj Branch, Sylhet. He will take over the charges of the branch during the sanctioned leave period of Mr. Annada Mahapatra.
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

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