



Sonali Bank PLC
Credible and Smart

NO. HRMD/OMD/SEC-1/ 5603

Dated : 07 July 2024

Sayed Jahan (35631)
Assistant General Manager (Incumbent)
Sonali Bank PLC
Satmasjid Road Branch
Dhaka, Bangladesh.

Subject : **Sanction of 10 days leave (outside Bangladesh) with full pay to visit India.**

Dear Sir,

Please refer to the letter no. 2212 dated 06 June 2024 of Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka Central, Dhaka, the Authority has sanctioned 10 days leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission to visit India 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 Ms. Subarna Rahman (38241), Senior Principal Officer Sonali Bank PLC, Satmasjid Road Branch, Dhaka will take over the charges of the Satmasjid Road Branch, Dhaka 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, Dhaka Central, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka West, Dhaka with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, Satmasjid Road Branch, Dhaka.
04. Ms. Subarna Rahman (38241), Senior Principal Officer, Sonali Bank PLC, Satmasjid Road Branch, Dhaka. He will take over the charges of the Satmasjid Road Branch, Dhaka during the sanctioned leave period of Ms. Sayeda Jahan.
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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