



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 6902

Dated : 27 August 2024

Monotosh Sarkar (35940)
Deputy General Manager
Sonali Bank PLC
Principal Office
Narail, Bangladesh.

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

Sir,

Please refer to the letter no. 2268 dated 01 August 2024 of Sonali Bank PLC, General Manager's Office, Khulna on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Khulna, 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 as 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.

As per approval of the Authority Mr. Md. Nurul Islam (36000), Assistant General Manager, Principal Office, Narail will take over the charges of the Principal Office, Narail temporarily during your leave.

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, Khulna with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Narail.
03. Mr. Md. Nurul Islam (36000), Assistant General Manager, Sonali Bank PLC, Principal Office, Narail. He will take over the charges of the Principal Office, Narail during the sanctioned leave period of Mr. Monotosh Sarkar.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
- ✓ 05. 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