



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 5987

Dated : 16 July 2024

Md Kamal Uddin Khan (36021)
Senior Principal Officer
Audit & Inspection Division-1
(Corporate Branches & Controlling Offices)
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.
(Concurrent Auditor, Local Office, Dhaka)

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

Dear Sir,

Please refer to the letter no. 723 dated 25 June 2024 of Audit & Inspection Division-1 (Corporate Branches & Controlling Offices) on the captioned subject.

We have to advise you that in consideration of your application and the recommendation of Audit & Inspection Division-1 (Corporate Branches & Controlling Offices), the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 18 July 2024 or 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/-

(Masud Ahmed Khan)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The General Manager, Sonali Bank PLC, Local Office, Dhaka.
02. The Deputy General Manager, Audit & Inspection Division-1 (Corporate Branches & Controlling Offices), Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer 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
Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.