



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/3918

Dated : 13 May 2024

Yasser Arafat (36225)
Assistant General Manager (Chief Instructor)
Sonali Bank Training Institute
Chattogram, 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. 776 dated 01 April 2024 of Sonali Bank PLC, General Manager's Office, Chattogram-North, Chattogram on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Chattogram-North, Chattogram, the Authority has sanctioned 15 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. Kazi Mohammad Ashraf (35262), Senior Principal Officer, Sonali Bank Training Institute, Chattogram will take over the charges of the Sonali Bank Training Institute, Chattogram temporarily.

Yours Faithfully,

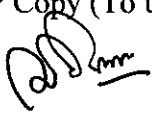
Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The General Manager, Sonali Bank PLC, General Manager's Office, Chattogram-North, Chattogram with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
02. Assistant General Manager (Chief Instructor), Sonali Bank Training Institute, Chattogram.
03. Mr. Kazi Mohammad Ashraf (35262), Senior Principal Officer, Sonali Bank Training Institute, Chattogram. He will take over the charges of the Sonali Bank Training Institute, Chattogram during the sanctioned leave period of Mr. Yasser Arafat.
04. Immigration Officer, All Airports/ All Landports, 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.