



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 8274

Dated : 22 October 2024

Kishore Kumar Paul (36250)
Assistant General Manager (Incumbent)
Sonali Bank PLC
N.C.T.B. 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. 5332 dated 25 September 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 Mr. Din Mohammad (41654), Senior Principal Officer Sonali Bank PLC, N.C.T.B. Branch, Dhaka will take over the charges of the N.C.T.B. 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, Bangabandhu Avenue (Dhaka Central), 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, N.C.T.B. Branch, Dhaka.
04. Mr. Din Mohammad (41654), Senior Principal Officer Sonali Bank PLC, N.C.T.B. Branch, Dhaka. He will take over the charges of the N.C.T.B. Branch, Dhaka during the sanctioned leave period of Mr. Kishore Kumar Paul.
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
Head Office, Dhaka.