



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 1039

Dated : 13 November 2024

Satyjit Das (36290)
Senior Principal Officer (Manager)
Sonali Bank PLC
Derai Branch
Sunamganj, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 2874 dated 21 October 2024 of Sonali Bank PLC, General Manager's Office, Sylhet on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Sylhet, 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 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.
5. During your sanctioned leave period Mr. Jamiul Alam (41301), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Derai Branch, Sunamganj will take over the charges (as additional Charges of his present duties) of the Branch 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, Sylhet.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Sunamganj with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. Manager, Sonali Bank PLC, Derai Branch, Sunamganj.
04. Mr. Jamiul Alam (41301), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Derai Branch, Sunamganj. He will take over the charges (as additional Charges of his present duties) of the branch during the sanctioned leave period of Mr. Satyjit Das.
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

www.sonalibank.com.bd

Human Resource Management Division (Sec-1), Head Office, 34-42,44, Motijheel C/A, Dhaka-1000
Phone: 02-223384515, 02-223385529

E-mail: dgmhrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd

Hotline: 16639
+8809610016639