



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 3935

Dated : 15 May 2024

Ratan Kumer Roy (36651)
Assistant General Manager (Incumbent)
Sonali Bank PLC
Nilphamari Branch
Nilphamari, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 1589 dated 02 April 2024 of Sonali Bank PLC, General Manager's Office, Rangpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Rangpur, 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. Md. Jannatul Arif (37629), Senior Principal Officer Sonali Bank PLC, Nilphamari Branch, Nilphamari will take over the charges of the Nilphamari Branch, Nilphamari 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, Rangpur.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Nilphamari 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, Nilphamari Branch, Nilphamari.
04. Mr. Md. Jannatul Arif (37629), Senior Principal Officer, Sonali Bank PLC, Nilphamari Branch, Nilphamari. He will take over the charges of the Nilphamari Branch, Nilphamari during the sanctioned leave period of Mr. Ratan Kumer Roy.
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.