



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 6091

Dated : 18 July 2024

Mohammad Shahadat Hossain (37363)  
Senior Principal Officer (Manager)  
Sonali Bank PLC  
Madhukhali Branch  
Faridpur, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 2145 dated 04 June 2024 of Sonali Bank PLC, General Manager's Office, Faridpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Faridpur, 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 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. Apurba Saha (39346), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Madhukhali Branch, Faridpur will take over the charges of the Madhukhali Branch, Faridpur 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, Faridpur.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Faridpur 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, Madhukhali Branch, Faridpur.
04. Mr. Apurba Saha (39346), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Madhukhali Branch, Faridpur. He will take over the charges of the Madhukhali Branch, Faridpur during the sanctioned leave period of Mr. Mohammad Shahadat Hossain.
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  
Dhaka-1000