



# Sonali Bank PLC

*Credible and Smart*

NO.HRMD/OMD/SEC-1/ 6350

Dated : 01 August 2024

Subrata Kumar Karmaker (38170)  
Senior Principal Officer (Manager)  
Sonali Bank PLC  
Sirajganj Court Bhaban Branch  
Sirajganj, Bangladesh.

**Subject: Sanction of 30 days leave (outside Bangladesh) with full pay to visit India.**

Dear Sir,

Please refer to the letter no. 334 dated 04 July 2024 of Sonali Bank PLC, General Manager's Office, Bogura on the captioned subject

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Bogura, the Authority has sanctioned 30 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:

**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. Ashad Mia (44158), Senior Officer, Sonali Bank PLC, Sirajganj Court Bhaban Branch, Sirajganj will take over the charges of the Sirajganj Court Bhaban Branch, Sirajganj 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, Bogura.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Sirajganj, 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, Sirajganj Court Bhaban Branch, Sirajganj.
04. Mr. Md. Ashad Mia (44158), Senior Officer, Sonali Bank PLC, Sirajganj Court Bhaban Branch, Sirajganj. He will take over the charges of the Sirajganj Court Bhaban Branch, Sirajganj during the sanctioned leave period of Mr. Subrata Kumar Karmaker.
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

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