



# Sonali Bank PLC

*Credible and Smart*

NO.HRMD/OMD/SEC-1/ 9039

Dated : 19 November 2024

Asit Ray Chowdhury (38203)  
Senior Principal Officer (Manager)  
Sonali Bank PLC  
Kazdia Branch  
Khulna, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 3156 dated 27 October 2024 of Sonali Bank PLC, General Manager's Office, Khulna on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Khulna, 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 for medical treatment 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. Molla Palas Ahmed (45251), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Kazdia Branch, Khulna will take over the charges 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, Khulna.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Khulna 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, Kazdia Branch, Khulna.
04. Mr. Molla Palas Ahmed (45251), Principal Officer (Joint Custodian, General), Sonali Bank PLC, Kazdia Branch, Khulna. He will take over the charges of the branch during the sanctioned leave period of Mr. Asit Ray Chowdhury.
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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