



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 3906

Dated : 12 May 2024

Liton Chandra Sarker (41565)  
Senior Principal Officer (Manager)  
Sonali Bank PLC  
Puratan Bus Stand Branch  
Thakurgaon, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 1001 dated 04 April 2024 of Sonali Bank PLC, General Manager's Office, Dinajpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dinajpur, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 17 May 2024 or 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. Goutom Chandro Sarker (46223), Principal Officer, Sonali Bank PLC, Puratan Bus Stand Branch, Thakurgaon 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, Dinajpur.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Thakurgaon 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, Puratan Bus Stand Branch, Thakurgaon.
04. Mr. Goutom Chandro Sarker (46223), Principal Officer, Sonali Bank PLC, Puratan Bus Stand Branch, Thakurgaon. He will take over the charges of the branch during the sanctioned leave period of Mr. Liton Chandra Sarker.
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.