



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 4425

Dated : 02 June 2024

Narash Kumar Biswas (42089)
Senior Principal Officer (Manager)
Sonali Bank PLC
Assasuni Branch
Satkhira, 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. 1124 dated 06 May 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. Md. Hasanuzzaman (38846), Principal Officer, Sonali Bank PLC, Assasuni Branch, Satkhira 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, Satkhira 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, Assasuni Branch, Satkhira.
04. Mr. Md. Hasanuzzaman (38846), Principal Officer, Sonali Bank PLC, Assasuni Branch, Satkhira. He will take over the charges of the branch during the sanctioned leave period of Mr. Narash Kumar Biswas.
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
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