



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 7861

Dated : 07 October 2024

Mohammed Nurul Huq (42201)
Senior Principal Officer (Manager)
Sonali Bank PLC
Ashugonj Branch
Brahmanbaria, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 2561 dated 29 September 2024 of Sonali Bank PLC, General Manager's Office, Cumilla on the captioned subject

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Cumilla, the Authority has sanctioned 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 08 October 2024 or from the date of availing with a permission to visit India for medical treatment 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. Billal Mia (48161), Senior Officer (Joint Custodian, General), Sonali Bank PLC, Ashugonj Branch, Brahmanbaria will take over the charges of the Ashugonj Branch, Brahmanbaria temporarily.


Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The General Manager, Sonali Bank PLC, General Manager's Office, Cumilla.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Brahmanbaria, 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, Ashugonj Branch, Brahmanbaria.
04. Mr. Billal Mia (48161), Senior Officer (Joint Custodian, General), Sonali Bank PLC, Ashugonj Branch, Brahmanbaria. He will take over the charges of the Ashugonj Branch, Brahmanbaria during the sanctioned leave period of Mr. Mohammed Nurul Huq.
05. Immigration Officer, All Airports/ All Landports, Bangladesh.
06. EDP Copy (To upload the letter on Bank's website).


Assistant General Manager

Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC
HRMD (SEC-1) HO. Dhaka

07.10.2024