



# Sonali Bank PLC

*Credible and Smart*

NO.HRMD/OMD/SEC-1/ 8070

Dated : 15 October 2024

Amit Dey (42248)  
Senior Principal Officer (Joint Custodian, General)  
Sonali Bank PLC  
Moulvibazar Branch  
Moulvibazar, 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. 2640 dated 24 September 2024 of Sonali Bank PLC, General Manager's Office, Sylhet on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Sylhet, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 14 November 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 traveling 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. Ripon Mazumder (42836), Senior Principal Officer, Sonali Bank PLC, Moulvibazar Branch, Moulvibazar will take over the charges of Joint Custodian ( General) 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, Sylhet.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Moulvibazar.
03. The Assistant General Manager (Incumbent), Sonali Bank PLC, Moulvibazar Branch, Moulvibazar with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Mr. Ripon Mazumder (42836), Senior Principal Officer, Sonali Bank PLC, Moulvibazar Branch, Moulvibazar. He will take over the charges of Joint Custodian (General) of the branch during the sanctioned leave period of Mr. Amit Dey.
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

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