



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 6115

Dated : 28 July 2024

Siddiqur Rahman (42249)
Senior Principal Officer (Manager)
Sonali Bank PLC
Kulaura 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. 1807 dated 26 June 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 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. Abdul Wahid (42250), Senior Principal Officer, Sonali Bank PLC, Kulaura Branch, Moulvibazar will take over the charges of the Kulaura Branch, Moulvibazar 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 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, Kulaura Branch, Moulvibazar.
04. Mr. Md. Abdul Wahid (42250), Senior Principal Officer, Sonali Bank PLC, Kulaura Branch, Moulvibazar. He will take over the charges of the Kulaura Branch, Moulvibazar during the sanctioned leave period of Mr. Siddiqur Rahman.
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

www.sonalibank.com.bd	Human Resource Management Division (Sec-1), Head Office, 34-42,44, Motijheel C/A, Dhaka-1000 Phone: 02-223384515, 02-223385529 E-mail: dgmhrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd	Hotline: 16639 +8809610016639
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