



সোনালী ব্যাংক পিএলসি
বিষয় ও সার্চ

No-GMO-DHAKA-SOUTH/HRMD/NOG

Dated : 09 February, 2025

Mr. Dipanjan Ghosh (Passport No-A14683260)
Senior Officer (G-48835)

Foreign Exchange Corporate Branch, Dhaka.

Subject: Sanction of 01 (One) year (163 days Earned Leave on Average Pay and 202 days Leave without pay) From the date of availing leave (Outside Bangladesh).

Dear Sir,

Reference may please be made to the letter No.751 dated 04 February, 2025 of Sonali Bank PLC, Human Resource Management Division (sec-3), Head Office, Dhaka and letter no.1803, dated on 01 December, 2024 of Foreign Exchange Corporate Branch, Dhaka on the captioned subject

We have the pleasure to advise you that in consideration of your application and recommendations of Sonali Bank PLC, Foreign Exchange Corporate Branch, Dhaka the Head Office authority has sanctioned 01 (One) year leave from the date of availing (163 days Earned Leave on Average Pay and 202 days Leave without pay) to study (outside Bangladesh) on Graduate Diploma in Supply Chain Management at The University of WAIKATO in New Zealand under the following terms and conditions:

1. You will have to submit an undertaking in non-judicial stamps valued TK. 300 declaring that you will work in Sonali Bank PLC for 05 (Five) years consistently after returning home from the study leave.
2. Your nominated guarantor will submit a guarantee bond declaring that if you resigns from the service before the expiry of the sanctioned period or does not return to the country within the stipulated time or is absent without permission, the guarantor shall be liable to pay all of his loans and advances with other related dues along with all the money received as salaries and allowances during study leave.
3. The approved Programme and University cannot be changed under any circumstances.
4. You must email your contact address as soon as you arrive in New Zealand to dgmhrmd@sonalibank.com.bd and sbl.hrmd3@sonalibank.com.bd
5. Within 07 (seven) days of your arrival in New Zealand you must report to the Bangladesh Embassy located there.
6. You will compulsorily join the Bank on the next working day after returning home.
7. You will submit the certificate of obtaining your degree to HRMD(sec-3) within 07 (seven) days of joining in the workplace.
8. Granted leave without pay shall not be counted for the purpose of increment, gratuity, leave entitlement and promotion.
9. No expenses of the travel and programme shall be borne by Sonali Bank PLC or The government of Bangladesh.
10. During the study period your salary/allowances will be paid in Bangladeshi currency as per rules of Bank.
11. Staying abroad over the sanctioned period is strictly prohibited
12. This sanction letter will remain valid for 03(three) months from the date of issue.

This Order is issued as per the approval of the competent authority

Sd/-

(Mohammad Shahbir)

Deputy General Manager

Phone : 01708522845

Copy Forward for kind information & necessary action to :

1. Deputy General Manager, Sonali Bank PLC, Human Resource Management Division (Sec-3), HO, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Foreign Exchange Corp Branch, Dhaka. With a request to send the joining report of the related officer after his return & requested to maintain his non-judicial stamps and guarantee bond in his personel file.
3. Immigration Officer, All Airports, Bangladesh.

Deputy General Manager

www.sonalibank.com.bd	জেনারেল ম্যানেজার'স অফিস, ঢাকা সাউথ, বোরাক বিজ সেন্টার (৭ম-৯ম তলা), ৭০ বিশ্বকোষা বা/এ, ঢাকা। ফোন নং ৪৭১১৯৪৪৮ (জিএম), ৪৭১১৮২৫৬, ৪৭১১৯৪৬০-৬১ (ডিজিএম), ৪৭১১৮২৫৫, ৪৭; ৪৭১১৯৪৬২-৬৩ (এজিএম), ৪৭১১৯৪৫০ (এমআইএস সেল) ই-মেইল: hrmd@sonalibank.com.bd	ইটসাইন : ১৬৬৩৯ বিদেশ থেকে: +৮৮০৯৬১০০১৬৬৩৯
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