



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 1396

Dated : 25 February 2025

Mohammed Nurul Huq (42201)
Senior Principal Officer (Manager)
Sonali Bank PLC
Ashugonj Fertilizer Factory 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. 472 dated 17 February 2025 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 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. Al Imran Khan (51953), Senior Officer (Joint Custodian, General), Sonali Bank PLC, Ashugonj Fertilizer Factory Branch, Brahmanbaria will take over the charges (as additional Charges of his present duties) of the Ashugonj Fertilizer Factory Branch, Brahmanbaria 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, 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 Fertilizer Factory Branch, Brahmanbaria.
04. Mr. Md. Al Imran Khan (51953), Senior Officer (Joint Custodian, General), Sonali Bank PLC, Ashugonj Fertilizer Factory Branch, Brahmanbaria. He will take over the charges (as additional Charges of his present duties) of the Ashugonj Fertilizer Factory 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

MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
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