বিশ্বন্ত ও স্মার্ট

No.POK/HRMD/LOB / Dated:18.02.2025.

## MEMORANDUM

Subject: Sanction of 30 days leave (Outside Bangladesh) with full pay to visit India as medical attendant: Adhir Kumar Saha (G-35651), Assistant General Manager, Sonali Bank PLC, Principal Office, Khulna, (former Senior Principal Office, Principal Office, Gopalganj), Bangladesh.

Human Resource Management Division (Section-1), Sonali Bank PLC, Head Office, Dhaka vide their letter No. HRMD/OMD/SEC-1/9234, Dated: 28.11.2024 has sanctioned Adhir Kumar Saha (G-35651), Assistant General Manager, Sonali Bank PLC, Principal Office, Khulna, (former Senior Principal Officer, Principal Office, Gopalganj) 30 days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India as medical attendant under the following terms & conditions:-

- 1. He has to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
- 2. This sanctioned leave will be treated as Leave outside Bangladesh'. The Period of travelling will be adjusted from earned leave.
- 3. Staying abroad over the sanctioned leave is strictly prohibited.
- 4. This sanction letter will remain valid for 03 (Three) months from 28.11.2024.

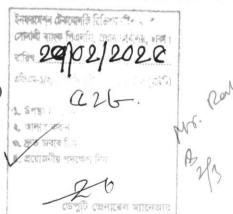
Adhir Kumar Saha (G-35651) (Passport no: A 05645730 Assistant General Manager Sonali Bank PLC.

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Principal Office, Khulna.

(former Senior Principal Officer, Principal Office, Gopalganj) Bangladesh.

Sd: /(Md. Lutfar Rahman)
Deputy General Manager.



## Copy forwarded for kind information & necessary action to:

01. General Manager, Sonali Bank PLC, General Manager's Office, Khulna.

02. Deputy General Manager, Human Resource Management Division (Section-1), Sonali Bank PLC, Head Office, Dhaka.

以り (03. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka.

04. Immigration Officer, All Airports/All Landports, Bangladesh.

05. Personal File.

06. Office Copy.

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Deputy General Manager.

প্রিন্সিপাল অফিস, খূলনা। আপার যশোর রোড, সোনালী ব্যাংক ভবন, খূলনা। টেলিফোন ঃ ০২৪৭৭-৭২০৪৯৩,৭২২২৬৩, মোবাইল-০১৭১৩৪৫২৮৩২ ই-মেইল ঃ khulnapo@sonalibank.com.bd

হটলাইন ঃ ১৬৬৩৯ বিদেশ থেকে ঃ +৮৮০৯৬১০০১৬৬৩৯