



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-19929)/9183

Dated : 03 DECEMBER, 2024

SK SAIFUR RAHMAN (G-44117)
(Passport No- A 07079718)
Principal Officer (JC General)
Sonali Bank PLC
Khulna Corporate Branch, Khulna
Bangladesh.

Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit in India

Dear Sir,

Reference may please be made to the letter No.3091 dated the 22 October, 2024 of Sonali Bank PLC, General Manager's Office, Khulna on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Khulna the authority has sanctioned 20 (Twenty) days leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission for visit in India as medical attendant under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- The Period of travelling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- Mr.MD. Nurul Islam (38973), Principal Officer, Sonali Bank PLC, Khulna Corporate Branch, Khulna will hold the charges temporarily as JC General during your sanctioned leave period.
- This sanctioned letter will remain valid for 03(three) months from the date of issue.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank PLC, General Manager's Office, Khulna.
02. Deputy General Manager, Sonali Bank PLC, Khulna Corporate Branch, Khulna with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Mr.MD. Nurul Islam (38973), Principal Officer, Sonali Bank PLC, Khulna Corporate Branch, Khulna. He will hold the charges temporarily as JC General of the Branch during the sanctioned leave period of Mr.SK Saifur Rahman.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.

05. Website Copy

Assistant General Manager

MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.

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| www: sonalibank.com.bd | Human Resource Management Division, Officer Management Department (Section-2), Head Office: 35-42, 44 Motijheel C/A, Dhaka-1000. Phone: 02-223384515, 02-223385529 , Ext-3233, 3241 E-mail : dgmhrmd@sonalibank.com.bd, sblpmd2@sonalibank.com.bd | Hot Line:16639 From Abroad : +8809610016639 |
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