



**SONALI BANK PLC**

*Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-27975)/7565

Dated : 07 OCTOBER, 2024

UZZAL CHANDRA DEY (G-39220)  
(Passport No- A 04302902)  
Principal Officer (Manager)  
Sonali Bank PLC  
Nandail Branch, Mymensingh  
Bangladesh.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay for Medical Treatment in India.

Dear Sir,

Reference may please be made to the letter No.166 dated the 04 September, 2024 of Sonali Bank PLC, General Manager's Office, Mymensingh on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Mymensingh the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission for Medical Treatment in India under the following terms & conditions:-

- a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- b) The Period of traveling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) Mr.Mohammad Abdul Mannan (38848), Principal Officer, Sonali Bank PLC, Nandail Branch, Mymensingh will hold the charges temporarily as manager during your sanctioned leave period.
- e) 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, Mymensingh.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Mymensingh with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Immigration Officer, All Airports/All Land Ports, Bangladesh.
04. Mr.Mohammad Abdul Mannan (38848), Principal Officer, Sonali Bank PLC, Nandail Branch, Mymensingh. He will hold the charges temporarily as manager of the Branch during the sanctioned leave period of Mr.Uzzal Chandra Dey.
05. Website Copy

Assistant General Manager

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

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 : dgmlhrmd@sonalibank.com.bd, sblpmd2@sonalibank.com.bd	Hot Line:16639 From Abroad : +8809610016639
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