



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-22352)/7765

Dated : 07 OCTOBER, 2024

MUHA ABDUL MANNAN (G-46405)
(Passport No- A 14704930)
Principal Officer (Manager)
Sonali Bank PLC
Talma Branch, Faridpur
Bangladesh.

Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay for Medical Treatment in India.

Dear Sir,

Reference may please be made to the letter No.3338 dated the 25 August, 2024 of Sonali Bank PLC, General Manager's Office, Faridpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Faridpur the authority has sanctioned 30 (Thirty) 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:-

- 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 traveling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- Mr. Md. Mashiur Rahman (44751), Senior Officer, Sonali Bank PLC, Talma Branch, Faridpur will hold the charges temporarily as manager 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:-

- General Manager, Sonali Bank PLC, General Manager's Office, Faridpur.
- Deputy General Manager, Sonali Bank PLC, Principal Office, Faridpur with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr. Md. Mashiur Rahman (44751), Senior Officer, Sonali Bank PLC, Talma Branch, Faridpur. He will hold the charges temporarily as manager of the Branch during the sanctioned leave period of Mr.Muha Abdul Mannan.
- Website Copy

Assistant General Manager

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

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