



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-18879)/8759

Dated : 13 NOVEMBER, 2024

MD SADEQUL ISLAM (G-41459)
(Passport No- B 00087906)
Principal Officer (Manager)
Sonali Bank PLC
Bivagio Sadar Daptor Branch, Rangpur
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.4568 dated the 29 October, 2024 of Sonali Bank PLC, General Manager's Office, Rangpur on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office Rangpur 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 travelling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) Mr. Nazem Md. Aktar Hossain (36981), Principal Officer, Sonali Bank PLC, Bivagio Sadar Daptor Branch, Rangpur 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, Rangpur.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Rangpur with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Mr. Nazem Md. Aktar Hossain (36981), Principal Officer, Sonali Bank PLC, Bivagio Sadar Daptor Branch, Rangpur. He will hold the charges temporarily as manager during the sanctioned leave period of Mr. Md. Sadequl Islam.
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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