



SONALI BANK PLC
Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-21622)/8448

Dated : 13 NOVEMBER, 2024

M. A. MARUF (G-45777)
(Passport No- A 15083277)
Principal Officer (Manager)
Sonali Bank PLC
Ruhitpur Branch, Dhaka
Bangladesh.

Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference may please be made to the letter No.3389 dated the 08 October, 2024 of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka 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 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. Gias Uddin (40855), Senior Officer, Sonali Bank PLC, Ruhitpur Branch, Dhaka 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:-

01. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka South, Dhaka 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. Md. Gias Uddin (40855), Senior Officer, Sonali Bank PLC, Ruhitpur Branch, Dhaka. He will hold the charges temporarily as manager of the Branch during the sanctioned leave period of Mr.M. A. Maruf.

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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