



**SONALI BANK PLC**

*Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-13645)/8150

Dated : 20 OCTOBER, 2024

TAWHIDUL GANI CHOWDHURY (G-37005)  
(Passport No- A 08559395)  
Principal Officer (Manager)  
Sonali Bank PLC  
Kalurghat Industrial Estate Branch, Chattogram  
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.2321 dated the 01 October, 2024 of Sonali Bank PLC, General Manager's Office, Chattogram-North, Chattogram on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Chattogram-North, Chattogram 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 to visit in India as medical attendant 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. Md. Mohiuddin (49326), Senior Officer, Sonali Bank PLC, Kalurghat Industrial Estate Branch, Chattogram 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, Chattogram-North, Chattogram.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Chattogram-North, Chattogram 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. Mohiuddin (49326), Senior Officer, Sonali Bank PLC, Kalurghat Industrial Estate Branch, Chattogram. He will hold the charges temporarily as manager of the Branch during the sanctioned leave period of Mr.Tawhidul Gani Chowdhury.
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 : dgmhrmd@sonalibank.com.bd, sblpmd2@sonalibank.com.bd	Hot Line:16639 From Abroad : +8809610016639
------------------------	---	---