



সোনালী ব্যাংক পিএলসি
বিশ্বস্ত ও স্মার্ট

No. HRMD/SEC-5/OUTSIDE/SOC-12369/9023

Dated: 12 November 2023

MOHAMAD MAMUN MOLLAH (G-45772)
Senior Officer Cash (Joint Custodian Cash)
(Passport No: A06785846)
Sonali Bank PLC.
Bhanga Branch,
Faridpur.

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

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Faridpur vide their letter no 3649 dated 04/10/2023 the authority has sanctioned 15 (Fifteen) days leave with full pay (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit India for your treatment under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC/ Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,

(Md. Habibur Rahman)
Assistant General Manager

Md. Habibur Rahman
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC
Head Office, Dhaka.

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন,
একান কর্পোরেশন, ৩৫-৪২, ৪৪ মহাবিলা বাজার, ঢাকা-১০০০।
ই-মেইল: sblhrmd5@sonalibank.com.bd

অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-৫)
ফোন: ০২-২২৩৩৮৪৫১৫, ০২-৪৭১১৫৪৩৭ (একিগ্রা)
; dgmhrmd@sonalibank.com.bd

হটলাইন্ড ১৬৬৩৯
বিশ্বস্ত থেকে: +৮৮০৯৬১০০১৬৬৩৯



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Yours faithfully,

Sd/-

(Md. Habibur Rahman)
Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC. General Manager's Office, Faridpur.
2. Deputy General Manager, Sonali Bank PLC. Principal Office, Faridpur. Please send the joining report of the related officer specifying the date of leave availment. As per your recommendation and consequent upon approval of the authority Mr. Manoranjon Saha (G-39347), Senior Officer Cash, Bhanga Branch, Faridpur will take over the charge of Joint Custodian Cash temporarily during the leave of Mr. Mohamad Mamun Mollah (G-45772).
3. Manager, Sonali Bank PLC, Bhanga Branch, Faridpur.
4. Immigration Officer, All Airport, All Land port, Bangladesh
5. Personal File.

Assistant General Manager
Md. Habibur Rahman
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC
Head Office, Dhaka.