



সোনালী ব্যাংক পিএলসি  
বিশ্বস্ত ও স্মার্ট

No. HRMD/SEC-5/OUTSIDE/SOC-12327/9024

Dated: 12 November 2023

SHIMUL DAS (G-46313)  
Senior Officer Cash (Joint Custodian Cash)  
(Passport No: A12473803)  
Sonali Bank PLC.  
Asadgonj Branch,  
Chattogram.

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit Wife who is Undergoing Treatment in India.**

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Chattogram-North, Chattogram vide their letter no 5759 dated 16/10/2023, 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 in order to take proper care of your Wife who is now undergoing treatment process in India 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

হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-৫)  
এক্স-৮২, ৮৪ মতিঝিল অ/এ, ঢাকা-১০০০। ফোন : ০২-২২৩৩৮৪৫১৫, ০২-৪৭১১৫৪৩৭ (এজিএস)  
ই-মেইল : [sbl.hrmd5@sonalibank.com.bd](mailto:sbl.hrmd5@sonalibank.com.bd) ; [dgmhrmd@sonalibank.com.bd](mailto:dgmhrmd@sonalibank.com.bd)

হটলাইনঃ ১৬৬৩৯  
বিদেশ থেকেঃ +৮৮০৯৬১০০১৬৬৩৯



No. HRMD/SEC-5/OUTSIDE/SOC-12327/9024

Dated: 12 November 2023

SHIMUL DAS (G-46313)  
Senior Officer Cash (Joint Custodian Cash)  
(Passport No: A12473803)  
Sonali Bank PLC.  
Asadgonj Branch,  
Chattogram.

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit Wife who is Undergoing Treatment in India.**

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Chattogram-North, Chattogram vide their letter no 5759 dated 16/10/2023, 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 in order to take proper care of your Wife who is now undergoing treatment process in India 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,

Sd/-

(Md. Habibur Rahman)  
Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC. General Manager's Office, Chattogram-North, Chattogram.
2. Deputy General Manager, Sonali Bank PLC. Principal Office, Chattogram Central, Chattogram. 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. Jaki Barua (G-52121), Officer Cash, Asadgonj Branch, Chattogram will take over the charge of Joint Custodian Cash temporarily during the leave of Mr. Shimul Das (G-46313).
3. Manager, Sonali Bank PLC, Asadgonj Branch, Chattogram.
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.

<a href="http://www.sonalibank.com.bd">www: sonalibank.com.bd</a>	হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন, প্রধান কার্যালয়, ৩২-৪২, ৪৪ মতিঝিল বা/এ, ঢাকা-১০০০। ই-মেইল : <a href="mailto:sblhrmd5@sonalibank.com.bd">sblhrmd5@sonalibank.com.bd</a>	অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-৫) ফোন : ০২-২২৩৩৮৪৫১৫, ০২-৪৭১১৫৪৩৭ (এক্সটেন) ; <a href="mailto:dgmhrmd@sonalibank.com.bd">dgmhrmd@sonalibank.com.bd</a>	হটলাইনঃ ১৬৬৩৯ বিশেষ যেকোনো +৮৮০৯৬১০০১৬৬৩৯
---	---	---	--