



Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-5/ABROAD_IND/SOC-11799/1186

Date: 07 February 2024

UMMAIY SALMA (G-44825)
Senior Officer Cash (Joint Custodian Cash)
(Passport No: A07892918)
Sonali Bank PLC
BSCIC Industrial Area Branch, Gazipur.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India as attendant of Child's 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, Dhaka-North, Dhaka vide their letter no 136 dated 25/01/2024, the authority has sanctioned 15 (Fifteen) days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India as attendant of your Child's 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,

(Shamsuzzaman Talukder)
Assistant General Manager

Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC.
HRMD (SEC-1) HO, Dhaka.



Sonali Bank PLC

Credible and Smart

No. HRMD/SEC-5/ABROAD_IND/SOC-11799/1186

Date: 07 February 2024

UMMAIY SALMA (G-44825)
Senior Officer Cash (Joint Custodian Cash)
(Passport No: A07892918)
Sonali Bank PLC
BSCIC Industrial Area Branch, Gazipur.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India as attendant of Child's 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, Dhaka-North, Dhaka vide their letter no 136 dated 25/01/2024, the authority has sanctioned 15 (Fifteen) days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India as attendant of your Child's 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,

Sd/-

(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka-North, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Gazipur. Please send the joining report of the related officer specifying the date of leave availed.
3. Manager, Sonali Bank PLC, BSCIC Industrial Area Branch, Gazipur.
4. Ms. Nazmin Akter (G-49453), Officer Cash, BSCIC Industrial Area Branch, Gazipur. As per recommendation of General Manager's Office, Dhaka-North, Dhaka and consequent approval of the authority you will take over the charge of Joint Custodian Cash temporarily during the leave of Ms. Ummai Salma (G-44825).
5. Immigration Officer, All Airport, All Land port, Bangladesh.

Assistant General Manager

www.sonalibank.com.bd
Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC
HRMD (SEC-1) HO, Dhaka
Human Resource Management Division (Section-5), Head Office, Sonali Bank PLC
35-42, 44, Motijheel Commercial Area, Dhaka-1000.
Contact: 02-223384515, 02-47115437, Email: sbi.hrmd5@sonalibank.com.bd

Hotline: 16639
+880 9610016639