



Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-5/ABROAD_IND/SOC-11093/2941

Date: 09 April 2024

GAUR CHANDRA ROY (G-43275)
Senior Officer Cash (Joint Custodian Cash)
(Passport No: A05804091)
Sonali Bank PLC
Huglipara Branch, Dinajpur.

Subject: Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay to visit India as Attendant of Wife'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, Dinajpur vide their letter no 698 dated 05/03/2024, the authority has sanctioned **30 (Thirty) 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 Wife'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,

(Masud Ahmed Khan)

Assistant General Manager

Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office Dhaka.

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

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 : sbl.hrmd5@sonalibank.com.bd

Hotline : 16639
+880 9610016639



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Yours faithfully,

Sd/-

(Masud Ahmed Khan)
Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC, General Manager's Office, Dinajpur.
2. Deputy General Manager (Incharge), Sonali Bank PLC, Principal Office, Dinajpur North, Dinajpur. Please send the joining report of the related officer specifying the date of leave availed.
3. Manager, Sonali Bank PLC, Huglipara Branch, Dinajpur.
4. Mr. Md. Asadur Rahman (G-43276), Senior Officer Cash, Huglipara Branch, Dinajpur. As per recommendation of General Manager's Office, Dinajpur and consequent approval of the authority you will take over the charge of Joint Custodian Cash temporarily during the leave of Mr. Gaur Chandra Roy (G-43275).
5. Immigration Officer, All Airport, All Land port, Bangladesh.


Assistant General Manager
Masud Ahmed Khan
Assistant General Manager
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