



Sonali Bank PLC.
Credible and Smart

No.HRMD/SEC-3/PF/SO - 27141/2593

Date: 31 March 2024

MITHUN KUMAR SARKAR (G-47261)
Passport No. A01617313
Senior Officer
Sonali Bank PLC
Khalish Khali Bazar Branch, Satkhira
Bangladesh.

**Subject : Sanction of 10 (Ten) days' leave (Outside Bangladesh) with full pay
pay to visit India.**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Manager's Office, Khulna vide their letter no. 313 dated 05 February 2024 the authority has sanctioned 10 (Ten) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission to visit India under the following terms and conditions :

- (1) You will have to bear all expenses of the proposed visit;
- (2) There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh;
- (3) Staying abroad over the sanctioned leave will not be allowed; and
- (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	হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিভিশনেট (সেকশন-৩), এমএস কার্যালয়: ৩৫-৪২, ৪৪ মতিঝিল বা/এ, ঢাকা। ফোন: ০২-২২৩৩৬৪৪১৫, ০২-২২৩৩৬৫৫২৯ ই-মেইল : dgmhrmd@sonalibank.com.bd, sblpmd2@sonalibank.com.bd	ফটোহীনঃ ১৬৬৩৯ বিনেদ খেবের +৮৮০৯৬১০০১৬৬৩৬
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Yours faithfully

Sd/-

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager Sonali Bank PLC, General Manager's Office, Khulna.
02. Deputy General Manager, Sonali Bank PLC, Principal office, Satkhira.
03. Manager, Khalish Khali Bazar Branch, Satkhira .They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.

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


Assistant General Manager

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হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার জেনারেলের কার্যালয় (সেকশন-৩),
প্রধান কার্যালয়: ৩৫-৪১, ৪৪ বড়িঝিল বাজার, ঢাকা। ফোন: ০২-২২৩৩৮৪১৫, ০২-২২৩৩৮৫২৯
ই-মেইল : dgmhrmd@sonalibank.com.bd, sblpmd2@sonalibank.com.bd

হটলাইন: ১৬৬০৯
বিদেশ থেকে
+৮৮০৯৬১০০১৬৬০৯