



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 9626

Dated : 04 December 2023

Abu Hena Golam Syeda Saklain (29057)  
Deputy General Manager  
Sonali Bank PLC  
Principal Office  
Dinajpur North, Dinajpur  
Bangladesh.

Subject : **Sanction of 20 days leave (outside Bangladesh) with full pay to visit India.**

Sir,

Please refer to the letter no. 745 dated 15 November 2023 of Sonali Bank PLC, General Manager's Office, Dinajpur on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Dinajpur, the Authority has sanctioned 20 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India as medical attendant under the following terms & conditions:

**Terms & Conditions :**

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
- 2) The period of travelling will be adjusted from earned leave.
- 3) Over stay in abroad will not be allowed.
- 4) This sanction letter will remain valid for 31 December, 2023 from the date of issue.

As per approval of the Authority Mr. Md. Masud Alam (35366), Assistant General Manager, Principal Office, Dinajpur North, Dinajpur will take over the charges of the Principal Office, Dinajpur North, Dinajpur temporarily during your leave.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

**Copy forwarded for kind information & necessary action to :**

01. The General Manager, Sonali Bank PLC, General Manager's Office, Dinajpur with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Dinajpur North, Dinajpur.
03. Mr. Md. Masud Alam (35366), Assistant General Manager, Sonali Bank PLC, Principal Office, Dinajpur North, Dinajpur. He will take over the charges of the Principal Office, Dinajpur North, Dinajpur during the sanctioned leave period of Mr. Abu Hena Golam Syeda Saklain.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

**MOSTAK AHMED**  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank Limited, Head Office, Dhaka.