



সোনালী ব্যাংক পিএলসি

বিশ্বস্তায় সেবা-সেবায় স্মার্ট

NO. HRMD/OMD/SEC-1/ 7789

Dated : 05 October 2023

Pranati Rani Das (33750)
Deputy General Manager
Sonali Bank PLC
Ramna Corporate Branch
Dhaka, Bangladesh.

Subject : Sanction of 15 days leave (outside Bangladesh) with full pay to visit
India for medical treatment.

Sir,

Please refer to the letter no. 2309 dated 19 September 2023 of Sonali Bank PLC, Ramna Corporate Branch, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Ramna Corporate Branch, Dhaka, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India for medical treatment 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 03 (three) months from the date of issue.
- 5) During your sanctioned leave period Mr. Z. A. Imamul Huda (34687), Deputy General Manager, Sonali Bank PLC, Ramna Corporate Branch, Dhaka will take over the charge temporarily.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to :

01. The General Manager, Sonali Bank PLC, Ramna Corporate Branch, Dhaka with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
02. Mr. Z. A. Imamul Huda (34687), Deputy General Manager, Sonali Bank PLC, Ramna Corporate Branch, Dhaka. He will take over the charge during the sanctioned leave period of Mrs. Pranati Rani Das.
03. Immigration Officer, All Airports/All Land Ports, Bangladesh.
- ✓ 04. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

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

www: sonalibank.com.bd

হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-১) প্রধান কার্যালয়:
৩৫-৪২, ৪৪ মতিঝিল বা/এ, ঢাকা-১০০০। ফোনঃ ০২-২২৩৩৮৪৫১৫, ০২-২২৩৩৮৫৫২৯
ই-মেইলঃ dgmhrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd

ফ্যাক্স নং ১৬৬৩৯
বিশেষ ফোনঃ +৮৮০৯৬১০০১৬৬৩৯