



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 9616

Dated : 03 December 2023

Muhammad Moniruzzaman (33949)
Deputy General Manager
Sonali Bank PLC
Principal Office
Dhaka West, Dhaka
Bangladesh.

Subject : **Sanction of 09 days leave (outside Bangladesh) with full pay to visit India for medical treatment.**

Sir,

Please refer to the letter no. 4093 dated 15 November 2023 of Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka Central, Dhaka the Authority has sanctioned 09 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 05 December, 2023 or 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.

As per approval of the Authority Ms. Khairunnessa Khanam (35391), Assistant General Manager, Principal Office, Dhaka West, Dhaka will take over the charges of the Principal Office, Dhaka West, Dhaka 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, Dhaka Central, Dhaka 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, Dhaka West, Dhaka.
03. Ms. Khairunnessa Khanam (35391), Assistant General Manager, Sonali Bank PLC, Principal Office, Dhaka West, Dhaka, She will take over the charges of the Principal Office, Dhaka West, Dhaka during the sanctioned leave period of Mr. Muhammad Moniruzzaman.
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.