



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 9895

Dated : 17 December 2023

Sanjib Kumar Ghosh (33986)
Deputy General Manager (Incumbent)
Sonali Bank PLC
Chowk Bazar 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. 4362 dated 19 November 2023 of Sonali Bank PLC, General Manager's Office, Dhaka South, 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 South, Dhaka, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 04 January 2024 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 Mr. Md. Sarwar Ibne Murshed (36081), Assistant General Manager, Principal Office, Dhaka South, Dhaka will take over the charges of the Chowk Bazar Corporate Branch, 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 South, 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 South, Dhaka.
03. The Deputy General Manager (Incumbent), Sonali Bank PLC, Chowk Bazar Corporate Branch, Dhaka.
04. Mr. Md. Sarwar Ibne Murshed (36081), Assistant General Manager, Sonali Bank PLC, Principal Office, Dhaka South, Dhaka, He will take over the charges of the Chowk Bazar Corporate Branch, Dhaka during the sanctioned leave period of Mr. Sanjib Kumar Ghosh.
05. Immigration Officer, All Airports/All Land Ports, Bangladesh.
06. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

MOSTAK AHMED

Assistant General Manager

Human Resource Management Division

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