



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 725

Dated : 25 January 2024

Kazi Humayun Kabir (34443)
Assistant General Manager (Incumbent)
Sonali Bank PLC
BUET Branch
Dhaka, Bangladesh.

(U.O.T. to Local Office, Dhaka.

**Subject: Sanction of 10 days leave (outside Bangladesh) with full pay to visit
India for medical treatment.**

Dear Sir,

Please refer to the letter no. 11 dated 01 January 2024 of Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka Central, Dhaka, the Authority has sanctioned 10 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. Md. Isabur Rahman (35178), Senior Principal Officer, Sonali Bank PLC, BUET Branch, Dhaka will take over the charges of the Branch temporarily.

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/Local Office, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka West, Dhaka with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, BUET Branch, Dhaka.
04. Mr. Md. Isabur Rahman (35178), Senior Principal Officer, Sonali Bank PLC, BUET Branch, Dhaka. He will take over the charges of the Branch during the sanctioned leave period of Mr. Kazi Humayun Kabir.
05. Immigration Officer, All Airports/ All Landports, Bangladesh.
06. 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

Assistant General Manager, Human Resource Management Division (Sec-1), Head Office, 34-42, 44, Motijheel C/A, Dhaka-1000

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