



সোনালী ব্যাংক পিএলসি

বিশ্বস্ততা সেরা-সেবায় আর্ট

NO. HRMD/OMD/SEC-1/ 7654

Dated : 03 October 2023

Md Shahadat Hossain (34663)
Deputy General Manager
Sonali Bank PLC
General Manager's Office
Rajshahi, Bangladesh.

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

Sir,

Please refer to the letter no. 2919 dated 14 September 2023 of Sonali Bank PLC, General Manager's Office, Rajshahi on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Rajshahi, the Authority has sanctioned 20 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 08 October 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.
- 5) During your sanctioned leave period Mr. Md. Morsed Imam (36429), Assistant General Manager, Sonali Bank PLC. General Manager's Office, Rajshahi 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, General Manager's Office, Rajshahi with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
02. Mr. Md. Morsed Imam (36429), Assistant General Manager, Sonali Bank PLC, General Manager's Office, Rajshahi. He will take over the charge during the sanctioned leave period of Mr. Md Shahadat Hossain.
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

অফিসিয়াল রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-১) প্রধান কার্যালয়:
৩৫-৪২, ৪৪ মতিঝিল বা/এ, ঢাকা-১০০০। ফোন: ০২-২২৩৩৮৪৫১৫, ০২-২২৩৩৮৫৫২৯
ই-মেইল: dgmhrmd@sonalibank.com.bd, sblhrmd1@sonalibank.com.bd

হটলাইন: ১৬৬৩৯

বিশেষ থেকে: +৮৮০৯৬১০০১৬৬৩৯