



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 1044

Dated : 31 January 2024

Mir Hasan Mohammad Zahid (34700)

General Manager

Sonali Bank PLC

General Manager's Office

Rajshahi, Bangladesh.

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

Sir,

Reference may please be made to the letter no. 115 dated 10 January 2024 of General Manager's Office, Rajshahi on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of General Manager's Office, Rajshahi, the Board of Directors of Sonali Bank PLC in their 856th meeting held on 30 January 2024 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 traveling 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. Shahadat Hossain (34663), Deputy General Manager, General Manager's Office, Rajshahi will take over the charges (as additional Charges of his present duties) of the General Manager's Office, Rajshahi temporarily during your leave period.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

- 01) All Deputy Managing Director, Sonali Bank PLC, Head Office, Dhaka.
- 02) 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.
- 03) The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank PLC, Head Office, Dhaka.
- 04) Mr. Md. Shahadat Hossain (34663), Deputy General Manager, Sonali Bank PLC, General Manager's Office, Rajshahi. He will take over the charges (as additional Charges of his present duties) of the General Manager's Office, Rajshahi during the sanctioned leave period of Mr. Mir Hasan Mohammad Zahid.
- 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

Head Office, Dhaka

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