



# Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 2470

Dated : 20 March 2024

Pradip Kumer Paul (34738)  
Deputy General Manager  
Audit & Inspection Division-1  
(Corporate Branch & Controlling Offices)  
Sonali Bank PLC  
Head Office  
Dhaka, Bangladesh.

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

Sir,

Please refer to the letter no. 329 dated 05 March 2024 of Audit & Inspection Division-1 (Corporate Branch & Controlling Offices), Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of Audit & Inspection Division-1 (Corporate Branch & Controlling Offices), the Authority has sanctioned 20 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 24 March 2024 or from the date of availing with a permission to visit India as 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. Rafiqul Islam (34934), Deputy General Manager, Audit & Inspection Division-2 (Other than Corporate Branches), Head Office, Dhaka will take over the charges (as additional Charges of his present duties) of the Audit & Inspection Division-1 (Corporate Branch & Controlling Offices) temporarily during your leave.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

**Copy forwarded for kind information & necessary action to:**

01. The General Manager, Audit & Inspection Division-1 (Corporate Branch & Controlling Offices), Sonali Bank PLC. Head Office, Dhaka with a request to send us the related joining report of the above Executive specifying the date of leave availed.
02. The Deputy General Manager, Audit & Inspection Division-1(Corporate Branch & Controlling Offices)/Audit & Inspection Division-2 (Other than Corporate Branches), Sonali Bank PLC, Head Office, Dhaka.
03. Mr. Md. Rafiqul Islam (34934), Deputy General Manager, Audit & Inspection Division-2 (Other than Corporate Branches), Sonali Bank PLC, Head Office, Dhaka. He will take over the charges (as additional Charges of his present duties) of the Audit & Inspection Division-1 (Corporate Branch & Controlling Offices) during the sanctioned leave period of Mr. Pradip Kumer Paul.
04. Immigration Officer, All Airports/All Landports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

**MOSTAK AHMED**

Assistant General Manager

Sonali Bank PLC

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