



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 9629

Dated : 04 December 2023

Gournitai Bhadra (34752)
Deputy General Manager
Sonali Bank PLC
General Manager's Office
Dhaka Central, Dhaka
Bangladesh.

Subject : **Sanction of 30 days leave (outside Bangladesh) with full pay to visit India.**

Sir,

Please refer to the letter no. 4003 dated 09 November 2023 of Sonali Bank PLC, General Manager's Office, Dhaka Central, 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 Central, Dhaka, the Authority has sanctioned 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 11 January 2024 or from the date of availing with a permission to visit India as medical attendant 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. Mohd. Mokbul Hossain (34721), Deputy General Manager, Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka will take over the charge of Mr. Gournitai Bhadra 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, Dhaka with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
02. Mr. Mohd. Mokbul Hossain (34721), Deputy General Manager, Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka. He will take over the charge during the sanctioned leave period of Mr. Gournitai Bhadra.
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 Limited, Head Office, Dhaka

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