



সোনালী ব্যাংক পিএলসি
বিশ্বস্ত ও স্মার্ট

NO. HRMD/OMD/SEC-1/ 8774

Dated : 05 November 2023

Chandan Kumar Saha (35154)
Assistant General Manager
Central Accounts Division (Operation)
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 891 dated 26 October 2023 of Central Accounts Division (Operation), Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the Authority has sanctioned 20 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit USA 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.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The Deputy General Manager, Central Accounts Division (Operation), Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
02. Immigration Officer, All Airports/All Landports, Bangladesh.
- ✓ 03. 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.