



সোনালী ব্যাংক পিএলসি
বিশ্বস্ত ও স্মার্ট

NO.HRMD/OMD/SEC-1/ 8977

Dated : 12 November 2023

Bhupesh Roy (35183)
Senior Principal Officer
Sonali Bank PLC
Madaripur Branch
Madaripur, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 3278 dated 12 September 2023 of Sonali Bank PLC, General Manager's Office, Faridpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Faridpur, the Authority has sanctioned 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays 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.


Yours Faithfully,

Sd/-

(Masud Ahmed Khan)
Assistant General Manager

Copy forwarded for kind information & necessary action to :

01. The General Manager, Sonali Bank PLC, General Manager's Office, Faridpur.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Madaripur.
03. The Assistant General Manager (Incumbent), Sonali Bank PLC, Madaripur Branch, Madaripur with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
04. Immigration Officer, All Airports/All Landports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).


Assistant General Manager
Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.

www.sonalibank.com.bd	হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-১) প্রধান কার্যালয়, ৩৫-৪২, ৪৪ মতিঝিল বাণিজ্যিক এলাকা, ঢাকা-১০০০। ফোনঃ ০২-২২৩৩৮৪৫১৫, ০২-২২৩৩৮৫৫২৯ ই-মেইলঃ dgmhrmd@sonalibank.com.bd, sblhrmd1@sonalibank.com.bd	হটলাইনঃ ১৬৬৩৯ বিশেষ সার্কেলঃ +৮৮০৯৬১০০১৬৬৩৯
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