



সোনালী ব্যাংক পিএলসি
বিশ্বস্ত ও স্মার্ট

NO.HRMD/OMD/SEC-1/ 8967

Dated : 09 November 2023

Tarun Kanti Sarker (35271)
Assistant General Manager (Incumbent)
Sonali Bank PLC
Green Road Branch
Dhaka, Bangladesh.

**Subject: Sanction of 15 days leave (outside Bangladesh) with full pay to
India for medical treatment.**

Dear Sir,

Please refer to the letter no. 3720 dated 18 October 2023 of Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka Central, Dhaka, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 25 November 2023 or 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 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. Md. Idris (36333), Senior Principal Officer, Sonali Bank PLC, Green Road Branch, Dhaka will take over the charges of the Branch 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.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka West, Dhaka with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, Green Road Branch, Dhaka.
04. Mr. Md. Idris (36333), Senior Principal Officer, Sonali Bank PLC, Green Road Branch, Dhaka. He will take over the charges of the Branch during the sanctioned leave period of Mr. Tarun Kanti Sarker.
05. Immigration Officer, All Airports/ All Landports, Bangladesh.
- ✓ 06. 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.

www: sonalibank.com.bd

হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-১) প্রধান কার্যালয়,
৩৫-৪২, ৪৪ মতিবিল বাণিজ্যিক এলাকা, ঢাকা-১০০০। ফোনঃ ০২-২২৩৩৮৪৫১৫, ০২-২২৩৩৮৫৫২৯
ই-মেইলঃ dgmhrmd@sonalibank.com.bd, sbi.hrmd1@sonalibank.com.bd

ফটো নং ১৬৬৩৯

বিশেষ ফোনঃ +৮৮০৯৬১০০১৬৬৩৯