



NO.HRMD/OMD/SEC-1/ 8218

Dated : 22 October 2023

Muhammad Nazmul Huda (35275)
Assistant General Manager (Incumbent)
Sonali Bank PLC
Mirpur Section-1 Corporate Grade -2 Branch
Mirpur, 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. 1698 dated 05 October 2023 of Sonali Bank PLC, General Manager's Office, Dhaka-North, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka-North, Dhaka, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/weekly holidays from 05 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. Mohammad Ziaul Haque Khan (36789), Senior Principal Officer, Sonali Bank PLC, Mirpur Section-1 Corporate Grade -2 Branch, Mirpur, 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-North, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Mirpur, 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, Mirpur Section-1 Corporate Grade -2 Branch, Mirpur, Dhaka.
04. Mr. Mohammad Ziaul Haque Khan (36789), Senior Principal Officer, Sonali Bank PLC, Mirpur Section-1 Corporate Grade -2 Branch, Mirpur, Dhaka. He will take over the charges of the Branch during the sanctioned leave period of Mr. Muhammad Nazmul Huda.
05. Immigration Officer, All Airports/ All Landports, Bangladesh.

✓ EDP Copy (To upload the letter on Bank's website).

Assistant General Manager
MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC, Head Office, Dhaka

www.sonalibank.com.bd

ইউনিয়ন রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-১) প্রধান কার্যালয়,
৩৫-৪২, ৪৪ মতিবিল বা/এ, ঢাকা-১০০০। ফোনঃ ০২-২২৩৩৮৪৫১৫, ০২-২২৩৩৮৫৫২৯
ই-মেইলঃ dgmhrmd@sonalibank.com.bd, sblhrmd1@sonalibank.com.bd

ফ্যাক্সিং ১৬৬৩৯
বিশেষ থেক্স +৮৮০৯৬১০০১৬৬৩৯