



সোনালী ব্যাংক পিএলসি

বিশ্বস্তায় সেবা-সেবায় আর্ট

NO. HRMD/OMD/SEC-1/ 8075

Dated : 12 October 2023

Md Abul Kalam Azad (35528)  
Deputy General Manager (Incharge)  
Sonali Bank PLC  
Principal Office  
Joypurhat, Bangladesh.

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

Sir,

Please refer to the letter no. 1201 dated 04 October 2023 of Sonali Bank PLC, General Manager's Office, Bogura on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Bogura, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 18 October 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.

As per approval of the Authority Mr. Prashanta Kumar Paul (34705), Deputy General Manager, General Manager's Office, Bogura will take over the charges of the Principal Office, Joypurhat temporarily during your leave.

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, Bogura with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
02. The Deputy General Manager (Incharge), Sonali Bank PLC, Principal Office, Joypurhat.
03. Mr. Prashanta Kumar Paul (34705), Deputy General Manager, Sonali Bank PLC, General Manager's Office, Bogura, He will take over the charges of the Principal Office, Joypurhat during the sanctioned leave period of Mr. Md Abul Kalam Azad
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. 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	হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-১) প্রধান কার্যালয়, ৩৫-৪২, ৪৪ মতিবিল বা/এ, ঢাকা-১০০০। ফোন: ০২-২২৩৩৮৪৫১৫, ০২-২২৩৩৮৫৫২৯ ই-মেইল: dgmhrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd	হটলাইন: ১৬৬৩৯ বিশ্বস্তায় সেবা-সেবায় আর্ট +৮৮০৯৬১০০১৬৬৩৯
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