



সোনালী ব্যাংক পিএলসি
বিশ্বস্ত ও স্মার্ট

NO. HRMD/OMD/SEC-1/ 8768

Dated : 05 November 2023

Mohammad Fazlul Kabir (35717)
Deputy General Manager
Treasury Management Division-1
(Front Office)
Sonali Bank PLC
Head Office
Dhaka, 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. 1397 dated 23 October 2023 of Treasury Management Division-1 (Front Office), Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of Treasury Management Division-1 (Front Office), the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 23 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.

As per approval of the Authority Mr. Md. Abdul Maleque (34526), Deputy General Manager, Treasury Management Division-2 (Mid & Back Office), Head Office, Dhaka will take over the charges (as additional Charges of his present duties) of the Treasury Management Division-1 (Front Office) temporarily during your leave.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The General Manager, Treasury Management Division-1 (Front Office), Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above Executive specifying the date of leave availed.
02. The Deputy General Manager, Treasury Management Division-1 (Front Office)/ Treasury Management Division-2 (Mid & Back Office), Sonali Bank PLC, Head Office, Dhaka.
03. Mr. Md. Abdul Maleque (34526), Deputy General Manager, Treasury Management Division-2 (Mid & Back Office), Sonali Bank PLC, Head Office, Dhaka, He will take over the charges (as additional Charges of his present duties) of the Treasury Management Division-1 (Front Office) during the sanctioned leave period of Mr. Mohammad Fazlul Kabir.
04. Immigration Officer, All Airports/All Landports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).


Assistant General Manager

<p>MOSTAK AHMED Assistant General Manager Human Resource Management Division-1 Sonali Bank Limited, Head Office, Dhaka</p>	<p>হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-১) প্রধান কার্যালয়, ১৫-৪২, ৪৪ মতিবিল, বাণিজ্যিক এলাকা, ঢাকা-১০০০। ফোনঃ ০২-২২৩৩৮৪৫১৫, ০২-২২৩৩৮৫৫২৯ ই-মেইল : dgmhrmd@sonalibank.com.bd, sbi.hrmd1@sonalibank.com.bd</p>	<p>হটলাইনঃ ১৬৬৩৯ বিশেষ থেবেকঃ +৮৮০৯৬১০০১৬৬৩৯</p>
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