



সোনালী ব্যাংক পিএলসি.

SONALI BANK PLC.

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

☎ : 02223384515,02223385529

email: dgmhrmd@sonalibank.com.bd

sbl.hrmd1@sonalibank.com.bd



“সুবর্ণজয়ন্তীর অঙ্গীকার

সোনালী ব্যাংক হবে সবার’

NO. HRMD/OMD/SEC-1/ 7389

Dated : 24 September 2023

Nurun Neher (35718)

Deputy General Manager (Incumbent)

Sonali Bank PLC.

B-Wapda Building Corporate Branch

Dhaka, Bangladesh.

Subject : **Sanction of 12 days leave (outside Bangladesh) with full pay to visit Thailand for medical treatment.**

Sir,

Please refer to the letter no 3475 dated 11 September, 2023 of Sonali Bank PLC. General Manager's Office, Dhaka-South, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka-South, Dhaka, the Authority has sanctioned 12 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 07 October 2023 or from the date of availing with a permission to visit Thailand 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. Humayun Kabir (35234), Assistant General Manager, B-Wapda Building Corporate Branch, Dhaka will take over the charges of the Branch 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, Dhaka-South, Dhaka 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 (Incumbent), Sonali Bank PLC. B-Wapda Building Corporate Branch, Dhaka.
03. Mr. Md. Humayun Kabir (35234), Assistant General Manager, Sonali Bank PLC. B-Wapda Building Corporate Branch, Dhaka, He will take over the charges of the B-Wapda Building Corporate Branch, Dhaka during the sanctioned leave period of Ms. Nurun Neher.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).


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