



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 2453

Dated : 20 March 2024

SK Al Mamun (35981)
Deputy General Manager (Incumbent)
Sonali Bank PLC
Khulna Corporate Branch
Khulna, 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. 570 dated 05 March 2024 of Sonali Bank PLC, General Manager's Office, Khulna on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Khulna, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 17 April 2024 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. Kongkon Kumar Dutta (36393), Assistant General Manager, Khulna Corporate Branch, Khulna will take over the charges of the Khulna Corporate Branch, Khulna 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, Khulna 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, Khulna Corporate Branch, Khulna.
03. Mr. Kongkon Kumar Dutta (36393), Assistant General Manager, Sonali Bank PLC, Khulna Corporate Branch, Khulna. He will take over the charges of the Khulna Corporate Branch, Khulna during the sanctioned leave period of Mr. SK Al Mamun.
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

www.sonalibank.com.bd

Human Resource Management Division (Sec-1), Head Office, 34-42,44, Motijheel C/A, Dhaka-1000

Phone: 02-223384515, 02-223385529

Hotline: 16639

+8809610016639

E-mail: dgmhrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd