



সোনালী ব্যাংক পিএলসি  
বিশ্বস্ত ও স্মার্ট

NO.HRMD/OMD/SEC-1/ 9061

Dated : 13 November 2023

Md Kamal Uddin Khan (36021)  
Senior Principal Officer  
Audit & Inspection Division-1  
(Corporate Branches & Controlling Offices)  
Sonalibank PLC  
Head Office  
Dhaka, Bangladesh.  
(Concurrent Auditor, Local Office, Dhaka)

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

Dear Sir,

Please refer to the letter no. 1100 dated 01 November 2023 of Audit & Inspection Division-1 (Corporate Branches & Controlling Offices) on the captioned subject.

We have to advise you that in consideration of your application and the recommendation of Audit & Inspection Division-1 (Corporate Branches & Controlling Offices), the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India as medical attendant 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.

Yours Faithfully,

Sd/-

(Masud Ahmed Khan)  
Assistant General Manager

**Copy forwarded for kind information & necessary action to:**

01. The General Manager, Sonali Bank PLC, Local Office, Dhaka.
02. The Deputy General Manager, Audit & Inspection Division-1 (Corporate Branches & Controlling Offices), Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. Immigration Officer, All Airports/All Landports, Bangladesh.
04. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

Masud Ahmed Khan  
Assistant General Manager  
Human Resource Management Division  
Sonalibank PLC  
Head Office, Dhaka.

www: sonalibank.com.bd

হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-১) প্রধান কার্যালয়,  
৩৫-৪২, ৪৪ মতিবিল বাণিজ্যিক এলাকা, ঢাকা-১০০০। ফোনঃ ০২-২২৩৩৮৪৫১৫, ০২-২২৩৩৮৫৫২৯  
ই-মেইলঃ dgmhrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd

হটলাইন্ড ১৬৬৩৯  
বিদেশ থেকে +৮৮০৯৬১০০১৬৬৩৯