



সোনালী ব্যাংক পিএলসি.

SONALI BANK PLC.  
Head Office  
Motijheel  
Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

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NO.HRMD/OMD/SEC-1/ 7289

Dated : 20 September 2023

P M Abu Ishahoque Hossain (36156)  
Senior Principal Officer  
Employees Welfare & Transport Division  
Sonali Bank PLC.  
Head Office  
Dhaka, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 125 dated 03 September 2023 of Employees Welfare & Transport Division, Sonali Bank PLC. Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and Employees Welfare & Transport Division's recommendation, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 08 October 2023 or 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.
5. During your sanctioned leave period Mr. Md. Rezaul Karim (32888), Senior Principal Officer, Employees Welfare & Transport Division, Sonali Bank PLC. Head Office, Dhaka will take over the charge temporarily.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

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

01. The Deputy General Manager, Employees Welfare & Transport Division, Sonali Bank PLC. Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
  02. Immigration Officer, All Airports/All Landports, Bangladesh.
  03. Mr. Md. Rezaul Karim (32888), Senior Principal Officer, Employees Welfare & Transport Division, Sonali Bank PLC. Head Office, Dhaka. He will take over the charge during the sanctioned leave period of Mr. P M Abu Ishahoque Hossain.
- ✓ EDP Copy (To upload the letter on Bank's website).

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