



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/4475

Dated : 02 July 2025

Abu Zafar Md Saefullah (36663)
Assistant General Manager (Incumbent)
Sonali Bank PLC
N.C.T.B Branch
Dhaka, Bangladesh.

Subject : **Sanction of 20 days leave (outside Bangladesh) with full pay to visit India.**

Dear Sir,

Please refer to the letter no. 851 dated 11 March 2025 of Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka Central, Dhaka, the Authority has sanctioned 20 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.
5. During your sanctioned leave period Mr. Din Mohammad (41654), Senior Principal Officer, Sonali Bank PLC, N.C.T.B Branch, Dhaka will take over the charges of the Branch temporarily.

Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to

01. The General Manager, Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Bangabandhu Avenue (Dhaka Central), with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, N.C.T.B Branch, Dhaka.
04. Mr. Din Mohammad (41654), Senior Principal Officer, Sonali Bank PLC, N.C.T.B Branch, Dhaka. He will take over the charges of the branch during the sanctioned leave period of Mr. Abu Zafar Md Saefullah.
05. Immigration Officer, All Airports/All Landports, Bangladesh.
06. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC.
N.C.T.B Branch, Dhaka.

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