



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/9620

Dated : 03 December 2023

Md Khalid Ibn Mahbub (37149)
Senior Principal Officer (Manager)
Sonali Bank PLC
Keraniganj Branch
Dhaka, Bangladesh.

Subject: Sanction of 30 days leave (outside Bangladesh) with full pay to visit India.

Dear Sir,

Please refer to the letter no. 4266 dated 13 November 2023 of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka South, Dhaka, the Authority has sanctioned 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 15 December, 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. Mohammad Nayeem Hossain (37338), Principal Officer, Sonali Bank PLC, Keraniganj Branch, Dhaka will take over the charges of the branch temporarily.

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.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka South, Dhaka with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. The Manager, Sonali Bank PLC, Keraniganj Branch, Dhaka.
04. Mr. Mohammad Nayeem Hossain (37338), Principal Officer, Sonali Bank PLC, Keraniganj Branch, Dhaka. He will take over the charges of the Keraniganj Branch, Dhaka during the sanctioned leave period of Mr. Md Khalid Ibn Mahbub.
05. Immigration Officer, All Airports/ All Landports, Bangladesh.
- ✓ 06. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager
MOSTAK AHMED
Assistant General Manager
Human Resource Management Division

Sonali Bank Limited, Head Office, Dhaka

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