



সোনালী ব্যাংক পিএলসি
বিশ্বস্ত ও স্মার্ট

NO.HRMD/OMD/SEC-1/ 8618

Dated : 01 November 2023

Md Habil Uddin (37180)
Senior Principal Officer
Sonali Bank PLC
Rajshahi Corporate Branch
Rajshahi, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 3361 dated 15 October 2023 of Sonali Bank PLC, General Manager's Office, Rajshahi on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Rajshahi, 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 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.

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, Rajshahi.
02. The Deputy General Manager (Incharge), Sonali Bank PLC, Rajshahi Corporate Branch, Rajshahi 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
MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
Sonali Bank Limited, Head Office, Dhaka.