



সোনালী ব্যাংক পিএলসি
বিশ্বস্ত ও স্মার্ট

NO. HRMD/OMD/SEC-1/ 8406

Dated : 25 October 2023

Md Golam Rabbani (37243)
Senior Principal Officer (Manager)
Sonali Bank PLC.
Mohammadpur Bazar Branch
Dhaka, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 3449 dated 26 September 2023 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 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 01 November 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. Abdul Hamid (42081), Principal Officer, Sonali Bank PLC, Mohammadpur Bazar 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 Central, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka West, Dhaka with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. Manager, Sonali Bank PLC, Mohammadpur Bazar Branch, Dhaka.
04. Mr. Md. Abdul Hamid (42081), Principal Officer, Sonali Bank PLC, Mohammadpur Bazar Branch, Dhaka. He will take over the charges of the branch during the sanctioned leave period of Mr. Md Golam Rabbani.
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

www: sonalibank.com.bd

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

হটলাইনঃ ১৬৬৩৯
বিদেশ থেকেঃ +৮৮০৯৬১০০১৬৬৩৯