



সোনালী ব্যাংক পিএলসি.

SONALI BANK PLC.  
Head Office  
Motijheel  
Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

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sbl.hrmd1@sonalibank.com.bd



NO. HRMD/OMD/SEC-1/ 7209

Dated : 18 September 2023

Md Shamsul Islam (37572)  
Senior Principal Officer (Manager)  
Sonali Bank PLC.  
Bheramara Branch  
Kushtia, Bangladesh.

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

Dear Sir,

Please refer to the letter dated 30 August 2023 of Sonali Bank PLC. General Manager's Office, Faridpur on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Faridpur, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 06 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. Hasanur Rahman (40347), Principal Officer, Sonali Bank PLC. Bheramara Branch, Kushtia 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, Faridpur.
02. The Deputy General Manager, Sonali Bank PLC. Principal Office, Kushtia 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. Bheramara Branch, Kushtia.
04. Mr. Md. Hasanur Rahman (40347), Principal Officer, Sonali Bank PLC. Bheramara Branch, Kushtia. He will take over the charges of the branch during the sanctioned leave period of Mr. Md Shamsul Islam.
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 PLC. Head Office, Dhaka.