



# Sonali Bank PLC

*Credible and Smart*

NO.HRMD/OMD/SEC-1/ 3207

Dated : 24 April 2024

Rabindra Nath Gain (37620)  
Senior Principal Officer  
Sonali Bank PLC  
Mogh Bazar Branch  
Dhaka, 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. 1017 dated 19 March 2024 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 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, Dhaka Central, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka East, Dhaka with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, Mogh Bazar Branch, Dhaka.
04. Immigration Officer, All Airports/ All Landports, Bangladesh.
05. 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