



# Sonali Bank PLC

*Credible and Smart*

NO.HRMD/OMD/SEC-1/ 9779

Dated : 10 December 2023

Siddiqure Rahman (37823)  
Senior Principal Officer (Manager)  
Sonali Bank PLC  
Garibshah Sarak Branch  
Jashore, 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.538 dated 20 November 2023 of Sonali Bank PLC, General Manager's Office, Jashore on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Jashore, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 02 January, 2024 or 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 traveling 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 Ms. Jafrin Nahar (42155), Principal Officer, Sonali Bank PLC, Garibshah Sarak Branch, Jashore will take over the charges (as additional Charges of his present duties) of the branch temporarily.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

**Copy forward for kind information & necessary action to:**

01. The General Manager, Sonali Bank PLC, General Manager's Office, Jashore.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Jashore with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. The Manager, Sonali Bank PLC, Garibshah Sarak Branch, Jashore.
04. Ms. Jafrin Nahar (42155), Principal Officer, Sonali Bank PLC, Garibshah Sarak Branch, Jashore. She will take over the charges (as additional Charges of his present duties) of the branch during the sanctioned leave period of Mr. Siddiqure Rahman.
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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