



# Sonali Bank PLC

*Credible and Smart*

NO.HRMD/OMD/SEC-1/ 2996

Dated : 15 April 2024

Mohammad Mahbubul Kabir (38137)  
Assistant General Manager (Incumbent)  
Sonali Bank PLC  
Jatio Biswabiddalaya Branch  
Gazipur, 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. 361 dated 05 March 2024 of Sonali Bank PLC, General Manager's Office, Dhaka North, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka North, 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.
5. During your sanctioned leave period Mr. Basudeb Chandra Karmaker (35916), Senior Principal Officer, Sonali Bank PLC, Jatio Biswabiddalaya Branch, Gazipur 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 North, Dhaka.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Gazipur with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
03. Assistant General Manager (Incumbent), Sonali Bank PLC, Jatio Biswabiddalaya Branch, Gazipur.
04. Mr. Basudeb Chandra Karmaker (35916), Senior Principal Officer, Sonali Bank PLC, Jatio Biswabiddalaya Branch, Gazipur. He will take over the charges of the Branch during the sanctioned leave period of Mr. Mohammad Mahbubul Kabir.
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

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Sonali Bank PLC

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