



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 9778

Dated : 07 December 2023

Farhana Tabassum (38228)
Senior Principal Officer (Manager)
Sonali Bank PLC
Kaligonj Branch
Jhenidah, Bangladesh.

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

Dear Sir,

Please refer to the letter no.539 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 01 January, 2024 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 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 Mr. Gobinda Narayan Paul (35960), Senior Principal Officer, Sonali Bank PLC, Kaligonj Branch, Jhenidah 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, Jhenidah 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, Kaligonj Branch, Jhenidah.
04. Mr. Gobinda Narayan Paul (35960), Senior Principal Officer, Sonali Bank PLC, Kaligonj Branch, Jhenidah. He will take over the charges (as additional Charges of his present duties) of the branch during the sanctioned leave period of Ms. Farhana Tabassum.
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.