



# Sonali Bank PLC

*Credible and Smart*

NO.HRMD/OMD/SEC-1/ 9391

Dated : 28 November 2023

Md Wahed Sayem (38236)  
Senior Principal Officer (Joint Custodian, General)  
Sonali Bank PLC  
Meherpur Branch  
Meherpur, 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. 496 dated 13 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 the date of availing with a permission to visit India for medical treatment under the following terms & conditions:

**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. Md. Murshid Alam (36945), Senior Principal Officer, Sonali Bank PLC, Meherpur Branch, Meherpur will take over the charges of Joint Custodian ( General) 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, Jashore.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Chuadanga.
03. The Assistant General Manager (Incumbent), Sonali Bank PLC, Meherpur Branch, Meherpur with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Mr. Md. Murshid Alam (36945), Senior Principal Officer, Sonali Bank PLC, Meherpur Branch, Meherpur. He will take over the charges of Joint Custodian (General) of the branch during the sanctioned leave period of Mr. Md Wahed Sayem.
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 (Sec-1), Head Office, 34-42, 44, Motijheel C/A, Dhaka-1000

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