



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 9399

Dated : 28 November 2023

Rajib Saha (41724)
Senior Principal Officer (Manager)
Sonali Bank PLC
Purbadhala Branch
Netrokona, Bangladesh.

Subject: Sanction of 30 days leave (outside Bangladesh) with full pay to visit India.

Dear Sir,

Please refer to the letter no. 3404 dated 14 November 2023 of Sonali Bank PLC, General Manager's Office, Mymensingh on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Mymensingh, the Authority has sanctioned 30 days leave (outside Bangladesh) including transit period and government/weekly holidays 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 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. Bishwajit Roy (39267), Principal Officer, Sonali Bank PLC, Netrokona Branch, Netrokona will take over the charges of the Purbadhala branch, Netrokona 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, Mymensingh.
02. The Deputy General Manager, Sonali Bank PLC, Principal Office, Netrokona with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. The Assistant General Manager (Incumbent), Sonali Bank PLC, Netrokona Branch, Netrokona.
04. Manager, Sonali Bank PLC, Purbadhala Branch, Netrokona.
05. Mr. Bishwajit Roy (39267), Principal Officer, Sonali Bank PLC, Netrokona Branch, Netrokona. He will take over the charges of the Purbadhala branch, Netrokona during the sanctioned leave period of Mr. Rajib Saha.
06. Immigration Officer, All Airports/ All Landports, Bangladesh.
07. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

MOSTAK AHMED

www.sonali.com.bd
Assistant General Manager
Human Resource Management Division
Sonali Bank Limited, Head Office, Dhaka

Resource Management Division (Sec-1), Head Office, 34-42,44, Motijheel C/A, Dhaka-1000
Phone: 02-223384515, 02-223385529
E-mail: dgmhrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd

Hotline: 16639
+8809610016639