



SONALI BANK PLC
Credible & Smart

NO.HO/HRMD/OMD/SEC-4/(PF-24711)/595

Dated : 24 January, 2024

RAJIB GUHA (G-47134)
(Passport No-A12724688)
Officer (IT)
Sonali Bank PLC
Chakaria Branch,
Coxs Bazar.

Subject : Sanction of 60 (Sixty) Days Leave (Outside Bangladesh) with full pay to visit India.

Dear Sir,

Reference may please be made the letter No. 991 dated the 26 December, 2023 of General Manager's Office, Chattogram-South, Chattogram on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office, Chattogram-South, Chattogram the authority has sanctioned **60 (Sixty)** days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit India for Companion of Medical Treatment of your wife under the following terms & conditions:-

- a) You will have to bear all expense of the visit. There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh.
- b) The Period of travelling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) This sanctioned letter will remain valid for 03(three) months from date of issue.

Yours faithfully,

Sd/-

(Masud Ahmed Khan)

Assistant General Manager

Phone : +8802223384515

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank PLC, General Managers Office, Chattogram-South, Chattogram.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Coss Bazar, **with a request to send the joining report of the related officer specifying the date of leave availment.**
03. Manager, Sonali Bank PLC, Chakaria Branch, Coss Bazar.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. Personal File/Confidential File/Master Copy.


Assistant General Manager
Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.

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