



SONALI BANK PLC
Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-16308)/2008

Date : 12 March, 2025

MOHAMMAD OBAIDUL HOQU (G-40212)

(Passport No-A13706141)

Principal Officer (Manager)

Sonali Bank PLC

Payra Bondor Branch, Patuakhali

Bangladesh.

Subject : Sanction of 15 (Fifteen) days' leave (Outside Bangladesh) with full pay to visit India for Medical Treatment.

Dear Sir,

Please refer to the letter no 571 dated 13 February, 2025 of Sonali Bank PLC, General Manager's Office, Barishal on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Barishal, the Authority has sanctioned 15 (Fifteen) days' leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with permission to visit India for medical treatment under the following 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) Staying abroad over the sanctioned leave is strictly prohibited.
- 4) This sanction letter will remain valid for 03(three) months from the date of issue.
- 5) During the leave period, Mr. Md. Abul Hossain (38962), Senior Officer Cash, Sonali Bank PLC, Principal Office, Patuakhali will take over the charges and perform the role of manager of Payra Bondor Branch, Patuakhali temporarily.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank PLC, General Manager's Office, Barishal.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Patuakhali with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Mr. Md. Abul Hossain (38962), Senior Officer Cash, Sonali Bank PLC, Principal Office, Patuakhali; he will take over the charges and perform the role of manager of Payra Bondor Branch, Patuakhali temporarily during the sanctioned leave period of Mr. Mohammad Obaidul Hoqu.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. Website Copy.

Assistant General Manager

MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.

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