



সোনালী ব্যাংক পিএলসি.
SONALI BANK PLC.
Head Office
Motijheel, Dhaka.

Human Resource Management Division
Officer Management Department (Section-2)
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“সুবর্ণজয়ন্তীর অঙ্গীকার
সোনালী ব্যাংক হবে সবার”

NO.HO/HRMD/OMD/SEC-2/(PF-19832)/7322

Dated : 01 OCTOBER, 2023

S M FAKHRUL SYED (G-44646)

(Passport No-EA 0837466)

Principal Officer

Foreign Exchange Audit & Inspection Division

Sonali Bank PLC.

Head Office, Dhaka

Bangladesh.

Subject : Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference may please be made to the letter No.408 dated the 09 August, 2023 of Foreign Exchange Audit & Inspection Division, Sonali Bank PLC. Head Office, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Foreign Exchange Audit & Inspection Division, Sonali Bank PLC. Head Office, Dhaka the authority has sanctioned 10 (Ten) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India as medical attendant under the following terms & conditions:-

- a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh.
- b) The Period of traveling 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 the date of issue.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

01. Deputy General Manager, Foreign Exchange Audit & Inspection Division, Sonali Bank PLC. Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
02. Immigration Officer, All Airports/All Land Ports, Bangladesh.
03. Website Copy

Assistant General Manager

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