



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-08184)/7898

Dated : 09 OCTOBER, 2023

JYOTI BIKASH CHAKMA (G-31048)

(Passport No-A 11713618)

Principal Officer

Sonali Bank PLC.

Khagrachari Branch, Khagrachari

Bangladesh.

Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay for Medical Treatment & visit in India.

Dear Sir,

Reference may please be made to the letter No.240 dated the 11 September, 2023 of Sonali Bank PLC. General Manager's Office, Chattogram-South, Chattogram on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC. General Manager's Office, Chattogram-South, Chattogram the authority has sanctioned 20 (Twenty) days leave (outside Bangladesh) with full pay from the date of availing with a permission for Medical Treatment & visit in India 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. General Manager, Sonali Bank PLC. General Manager's Office, Chattogram-South, Chattogram.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Rangamati.
03. Assistant General Manager, Sonali Bank PLC. Khagrachari Branch, Khagrachari with a request to send us the related joining report of the above officer specifying the date of leave availed.
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.

www: sonalibank.com.bd	Human Resource Management Division, Officer Management Department (Section-2), Head Office: 35-42, 44 Motijheel C/A, Dhaka-1000. Phone: 02-223384515, 02-223385529 , Ext-3233, 3241 E-mail : dgmhrmd@sonalibank.com.bd, sblpmd2@sonalibank.com.bd	Hot Line:16639 From Abroad : +8809610016639
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