



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 4054

Dated : 04 June 2025

Gournitai Bhadra (34752)
Deputy General Manager
Credit Administration Division
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

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

Sir,

Please refer to the letter no. 112 dated 27 May 2025 of Sonali Bank PLC, Credit Administration Division, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and the recommendation of Credit Administration Division, the Authority has sanctioned 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 03 July 2025 or 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.

As per approval of the authority Mr. Md. Fazlul Haque (33870), Deputy General Manager, General Advances Division, Sonali Bank PLC, Head Office, Dhaka will take over the charges (as additional Charges of his present duties) of the Credit Administration Division temporarily during your leave period.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to :

- 01) The General Manager, Credit Administration Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
- 02) The Deputy General Manager, Credit Administration Division, Sonali Bank PLC, Head Office, Dhaka
- 03) Mr. Md. Fazlul Haque (33870), Deputy General Manager, General Advances Division, Sonali Bank PLC, Head Office, Dhaka. He will take over the charges (as additional Charges of his present duties) of the Credit Administration Division during the sanctioned leave period of Mr. Gournitai Bhadra.
- 04) Immigration Officer, All Airports/All Land Ports, Bangladesh.
- 05) EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

MOSTAK AHMED

www.sonalibank.com.bd

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

Human 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