

**SONALI BANK PLC***Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-16650)/4247

Date : 01 July, 2025

MD ATAUZZAMAN (G-40497)

(Passport No- A18796105)

Principal Officer (Joint Custodian General)

Sonali Bank PLC

Sherpur Road Branch, Bogura

Bangladesh.Subject: Sanction of 30 (Thirty) days' leave (Outside Bangladesh) with full pay to visit India.

Dear Sir,

Please refer to the letter no 334 dated 02 June, 2025 of Sonali Bank PLC, General Manager's Office, Bogura on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Bogura, the Authority has sanctioned 30 (Thirty) days' leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with permission to visit India as medical attendant under the following terms &amp; conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- The period of travelling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will remain valid for 03(three) months from the date of issue.
- During the leave period, Mr. Md. Zakir Hasan Bulbul (G-40674), Senior Officer, Sonali Bank PLC, Sherpur Road Branch, Bogura will take over the charges and perform the role of Joint Custodian (General) of Sherpur Road Branch, Bogura temporarily.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

- General Manager, Sonali Bank PLC, General Manager's Office, Bogura.
- Deputy General Manager, Sonali Bank PLC, Principal Office, Bogura-South, Bogura with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Mr. Mr. Md. Zakir Hasan Bulbul (G-40674), Senior Officer, Sonali Bank PLC, Sherpur Road Branch, Bogura; he will take over the charges and perform the role of Joint Custodian (General) of Sherpur Road Branch, Bogura temporarily during the sanctioned leave period of Mr. Md. Atauzzaman.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Website Copy.

Assistant General Manager**MOSTAK AHMED**

Assistant General Manager

Human Resource Management Division

Sonali Bank PLC.

Head Office, Dhaka.

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