

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

NO.HO/HRMD/OMD/SEC-2/(PF-27298)/4093

Date : 17 June, 2025

MD MIZANUR RAHMAN (G-40510)

(Passport No- A14309812)

Principal Officer (Manager)

Sonali Bank PLC

Sapahar Branch, Naogaon

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 1499 dated 28 April, 2025 of Sonali Bank PLC, General Manager's Office, Rajshahi 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, Rajshahi, 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:-

- 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. Abdur Razzak Ansary (G-43045), Principal Officer, Sonali Bank PLC, Sapahar Branch, Naogaon will take over the charges and perform the role of manager of Sapahar Branch, Naogaon 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, Rajshahi.
- Deputy General Manager, Sonali Bank PLC, Principal Office, Naogaon with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Mr. Md. Abdur Razzak Ansary (G-43045), Principal Officer, Sonali Bank PLC, Sapahar Branch, Naogaon; he will take over the charges and perform the role of manager of Sapahar Branch, Naogaon temporarily during the sanctioned leave period of Mr. Md. Mizanur Rahman.
- 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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