



সোনালী ব্যাংক পিএলসি

বিশ্বস্তায় সেবা-সেবায় আর্ট

NO. HRMD/OMD/SEC-1/ 7934

Dated : 08 October, 2023

Md Atiqur Rahman (35685)  
Deputy General Manager  
Govt. Accounts and Services Division  
Sonali Bank PLC  
Head Office, Dhaka  
Bangladesh.

U.S.A. Address:

150-16, 87<sup>th</sup> Avenue  
Jamaica, New York-11432.  
Phone:+1 646-732-0506

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit U.S.A.**  
Sir,

Please refer to the letter no. 2660 dated 18 September, 2023 of Govt. Accounts and Services Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and Govt. Accounts and Services Division's recommendation the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 26 November 2023 or from the date of availing with a permission to visit U.S.A. 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. Fakrul Islam (33860), Deputy General Manager, Employees Welfare & Transport Division, Head Office, Dhaka will take over the charges (as additional Charges of his present duties) of the Govt. Accounts and Services Division temporarily during your leave.

Yours Faithfully,

Sd/-  
(Mostak Ahmed)  
Assistant General Manager

**Copy forwarded for kind information & necessary action to :**

01. The General Manager, Govt. Accounts and Services 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, Govt. Accounts and Services Division, Sonali Bank PLC., Head Office, Dhaka.
03. Mr. Md. Fakrul Islam (33860), Deputy General Manager, Employees Welfare & Transport Division, Sonali Bank PLC., Head Office, Dhaka, He will take over the charges (as additional Charges of his present duties) of the Govt. Accounts and Services Division during the sanctioned leave period of Mr. Md Atiqur Rahman.
04. Immigration Officer, All Airports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).

  
Assistant General Manager

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

সোনালী ব্যাংক পিএলসি	
সোনালী ব্যাংক পিএলসি, প্রধান কার্যালয়, ঢাকা	
নং	তারিখ
কিস্তি	কিস্তি
<input type="checkbox"/> প্রাপ্তকৃত স্বাক্ষর <input type="checkbox"/> নিম্নলিখিত স্বাক্ষর প্রাপ্তকৃত স্বাক্ষর <input type="checkbox"/> প্রাপ্তকৃত স্বাক্ষর প্রাপ্তকৃত স্বাক্ষর	
ডেপুটি জেনারেল ম্যানেজার	

www: sonalibank.com.bd

হিউম্যান রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-১) প্রধান কার্যালয়:  
৩৫-৪২, ৪৪ মতিঝিল বা/এ, ঢাকা-১০০০। ফোনঃ ০২-২২৩৩৮৪৫১৫, ০২-২২৩৩৮৫৫২৯  
ই-মেইলঃ dgmhrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd

হটলাইনঃ ১৬৬৩৯  
বিশ্বস্তায়ে সেবাঃ +৮৮০৯৬১০০১৬৬৩৯