



SONALI BANK PLC
Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-15862)/2961

Dated : 09 APRIL, 2024

SATYAJIT ROY (G-40236)
(Passport No- EG 0647682)
Principal Officer (Manager)
Sonali Bank PLC
Bhaberchar Branch, Munshiganj
Bangladesh.

Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay for Medical Treatment in India.

Dear Sir,

Reference may please be made to the letter No.870 dated the 07 March, 2024 of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dhaka South, Dhaka the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission for Medical Treatment in India 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 traveling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- Mr. Md. Khorshad Alam (42654), Principal Officer, Sonali Bank PLC, Bhaberchar Branch, Munshiganj will hold the charges temporarily as manager during your sanctioned leave period.
- 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, Dhaka South, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Munshiganj with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Immigration Officer, All Airports/All Land Ports, Bangladesh.
04. Mr. Md. Khorshad Alam (42654), Principal Officer, Sonali Bank PLC, Bhaberchar Branch, Munshiganj. He will hold the charges temporarily as manager of the Branch during the sanctioned leave period of Mr.Satyajit Roy.
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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