



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-16983)/2144

Dated :11 MARCH, 2024

MD MASHIUR RAHMAN (G-39813)
(Passport No EE 0231544)
Principal Officer (JC General)
Sonali Bank PLC
Lalpur Branch, Natore
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.571 dated the 13 February, 2024 of General Manager's Office, Rajshahi on the captioned subject.

We have to advise that in consideration of your application and recommendation of 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 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. Abu Hena Mustafa Kamal (44339), Principal Officer, Sonali Bank PLC, Lalpur Branch, Natore will hold the charges temporarily as JC General 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, Rajshahi.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Natore.
03. Manager, Sonali Bank PLC, Lalpur Branch, Natore with a request to send us the related joining report of the above officer specifying the date of leave availed.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. Mr. Md. Abu Hena Mustafa Kamal (44339), Principal Officer, Sonali Bank PLC, Lalpur Branch, Natore. He will hold the charges temporarily as JC General of the Branch during the sanctioned leave period of Mr.Md.Mashiur Rahman.
06. Website Copy.

Assistant General Manager

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

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