

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

NO.HO/HRMD/OMD/SEC-2/(PF-16756)/1858

Dated : 28 FEBRUARY, 2024

UZZWAL KUMAR SARKAR (G-41254)

(Passport No- A 12079938)

Principal Officer (JC General)

Sonali Bank PLC

Laxmipasha Branch, Narail

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.297 dated the 04 February, 2024 of Sonali Bank PLC, General Manager's Office, Khulna on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Khulna 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. Saiful Islam (48059), Senior Officer, Sonali Bank PLC, Laxmipasha Branch, Narail 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:-

- General Manager, Sonali Bank PLC, General Manager's Office, Khulna.
- Deputy General Manager, Sonali Bank PLC, Principal Office, Narail.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Manager, Sonali Bank PLC, Laxmipasha Branch, Narail with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Mr.Md. Saiful Islam (48059), Senior Officer, Sonali Bank PLC, Laxmipasha Branch, Narail. He will hold the charges temporarily as JC General of the Branch during the sanctioned leave period of Mr.Uzzwal Kumar Sarkar.

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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