



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-17879)/9497

Dated : 03 DECEMBER, 2023

MD MONIRUZZAMAN (G-42166)

(Passport No-A 01154345)

Principal Officer (Manager)

Sonali Bank PLC.

Jashore Bazar Branch, Jashore

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.378 dated the 19 October, 2023 of Sonali Bank PLC. General Manager's Office, Jashore on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC. General Manager's Office, Jashore the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) with full pay 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 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.

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, Jashore. As per their proposal Mr.Saju Biswas (37098), Principal Officer, Jashore Bazar Branch, Jashore will hold the charge of Manager temporarily on leave of of Mr. Md Moniruzzaman.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Jashore South, Jashore 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.Saju Biswas (37098), Principal Officer, Sonali Bank PLC. Jashore Bazar Branch, Jashore.

9497(5) 05. Website Copy

Assistant General Manager

MOSTAK AHMED

Assistant General Manager

Human Resource Management Division

Sonali Bank Limited, 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, sbelpmd2@sonalibank.com.bd

Hot Line:16639

From Abroad :

+8809610016639