

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

NO.HO/HRMD/OMD/SEC-2/(PF-30726)/8860

Dated : 09 NOVEMBER, 2023

LITAN KUMAR BAKCHI (G-41267)

(Passport No-A 04542156)

Principal Officer

Sonali Bank PLC.

Khulna Corporate Branch, Khulna

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.3258 dated the 10 October, 2023 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) 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, Khulna.
02. Deputy General Manager, Sonali Bank PLC. Khulna Corporate Branch, Khulna 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. 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, sblpmd2@sonalibank.com.bd	Hot Line:16639 From Abroad : +8809610016639
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