

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

NO.HO/HRMD/OMD/SEC-2/(PF-18846)/1208

Dated : 15 FEBRUARY, 2024

HASAN BIN SALEH (G-42206)  
 (Passport No- A 13255760)  
 Principal Officer (JC General)  
 Sonali Bank PLC  
 Fulbaria Branch, Mymensingh  
Bangladesh.

Subject : Sanction of 20 (Twenty) days leave (Outside Bangladesh) with full pay to visit in India.

Dear Sir,

Reference may please be made to the letter No.168 dated the 17 January, 2024 of General Manager's Office, Mymensingh on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Manager's Office Mymensingh the authority has sanctioned 20 (Twenty) days leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission for visit in India as medical attendant 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.
- Mr.Mirza Mostak Ahmod (40162), Principal Officer,Sonali Bank PLC, Fulbaria Branch, Mymensingh 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, Mymensingh.
- Deputy General Manager, Sonali Bank PLC, Principal Office, Mymensingh.
- Manager, Sonali Bank PLC, Fulbaria Branch, Mymensingh with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr. Mirza Mostak Ahmod (40162),Principal Officer, Sonali Bank PLC, Fulbaria Branch, Mymensingh. He will hold the charges temporarily as JC General of the Branch during the sanctioned leave period of Mr.Hasan Bin Saleh.

106. Website Copy.

Assistant General Manager

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

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