



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-13647)/412

Dated : 23 JANUARY, 2024

ALOK TALUKDER (G-37637)
(Passport No-A 05764861)
Principal Officer (Manager)
Sonali Bank PLC.
Amjad Ali Road Branch, Sylhet
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.3132 dated the 27 December, 2023 of Sonali Bank PLC. General Manager's Office, Sylhet on the captioned subject.

We have to advise that in consideration of your application and recommendation of Sonali Bank PLC. General Manager's Office, Sylhet 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 travelling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- During your sanctioned leave period, Mr. Md. Bellal Hossain (38964), Principal Officer, Mahajanpotty branch, Sylhet will hold all over the charges temporarily as manager of Amjad Ali Road Branch, Sylhet.
- 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, Sylhet.
- Deputy General Manager, Sonali Bank PLC. Principal Office, Sylhet with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Manager, Sonali Bank PLC. Mahajanpotty Branch, Sylhet.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Mr. Md. Bellal Hossain (38964), Principal Officer, Sonali Bank PLC. Mahajanpotty branch, Sylhet. He will hold temporarily charges as manager of Amjad Ali Road Branch, Sylhet during the sanctioned leave period of Mr. Alok Talukder.
- Website Copy.

Assistant General Manager

MOSTAK AHMED

Assistant General Manager

Human Resource Management Division

Sonali Bank PLC

Head Office, Dhaka

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