



SONALI BANK PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-2/(PF-15516)/9491

Dated : 28 November, 2023

SUMIT KANTI SINGHA (G-38086)

(Passport No- A 01322200)

Principal Officer (Manager)

Sonali Bank PLC.

Bishwambharpur Branch, Sunamganj

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. 2651 dated the 07 November, 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 20 (Twenty) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit in India as medical attendant under the following terms & conditions:-

- a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh.
- b) The Period of travelling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) 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, Sylhet. As per their proposal Mr.Rahul Sarkar (G-47911), Senior Officer, Bishwambharpur Branch, Sunamganj will hold the Charge of Manager temporarily on leave of Mr. Sumit Kanti Singha.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Sunamganj 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.Rahul Sarkar (G-47911), Senior Officer, Sonali Bank PLC. Bishwambharpur Branch, Sunamganj.
05. Website Copy.

Assistant General Manager

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

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