



No. HRMD/SEC-5/ABROAD_IND/SOC-9717/4116

Date: 04 June, 2025

RATAN CHANDRA SARKER (G-39262)

Senior Officer Cash (Joint Custodian Cash)

(Passport No: A14304571)

Sonali Bank PLC

Nayrhat Branch, Dhaka.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India for your treatment.

Dear Sir,

We have the pleasure to advise that, in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dhaka North, Dhaka vide their letter no 985 dated 17/05/2025, the authority has approved 15 (Fifteen) days earned leave with full pay as leave outside Bangladesh from the date of commencement of leave (including travel time/weekly holidays or government holidays) to visit India for your treatment under the following terms & conditions:

Terms and Conditions:

- You will have to bear all expenses of the proposed visit. There will be no financial involvement of Government of Bangladesh or Sonali Bank PLC.
- Your travelling time will be treated as leave outside Bangladesh. The leave will have to be adjusted with your earned leave on average pay.
- You will not be allowed to stay abroad for more than the approved period.
- The leave will have to be commenced within 03 (three) months. Otherwise the leave will be void.

Yours faithfully,


Sd/-

(Sultana Razia)

Assistant General Manager

Copy forwarded for kind information & necessary action (not according to seniority):

- General Manager, Sonali Bank PLC, General Manager's Office, Dhaka North, Dhaka.
- Deputy General Manager, Sonali Bank PLC, Principal Office, Mirpur, Dhaka: Please send the joining report of the related officer specifying the date of leave availed in due time.
- Immigration Officer, All International Airport, All Land port, Bangladesh.
- Manager, Sonali Bank PLC. Nayrhat Branch, Dhaka.
- Jesmin Akter (G-45718), Senior Officer Cash, Nayrhat Branch, Dhaka: As per recommendation of General Manager's office, Dhaka North, Dhaka and consequent approval of the authority you will take over the charge of Joint Custodian Cash temporarily during the leave of RATAN CHANDRA SARKER (G-39262).
- Web Copy/Personal File/Master Copy.


04.06.2025
Sultana Razia
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC,
Nayrhat Branch, Dhaka.

www: sonalibank.com.bd	Human Resources Management Division (Section-5), Head Office, Sonali Bank PLC 35-42, 44, Motijheel Commercial Area, Dhaka-1000. Contact: 02-223384515, 02-47115437, Email : sbl.hrm5@sonalibank.com.bd	Hotline : 16639 +880 9610016639
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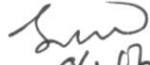
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