



সোনালী ব্যাংক পিএলসি.  
**Sonali Bank PLC.**

Human Resource Management Division(Sec-3)  
Head Office, Motijheel C/A.  
Dhaka-1000. Bangladesh.  
Phone : 88-02-223385529  
E-Mail:sbl.hrmd3@sonalibank.com.bd



No.HRMD/SEC-3/PF/SO -27018/7103

Date: 18 September 2023

ANINDA ROY DIP (G-50065)

Passport No. A03111650

Senior Officer

Sonali Bank PLC

Segun Bagicha Branch, Dhaka

Bangladesh.

**Subject : Sanction of 10 (Ten) days' leave (Outside Bangladesh) with full pay to visit India.**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC. General Manager's Office, Dhaka Central, Dhaka vide their letter no-2802 dated 31 July 2023 the authority has sanctioned 10 (Ten) days' leave outside Bangladesh with full pay including transit period and government/ weekly holidays from the date of avail with permission to visit India as medical attendant under the following terms and conditions:

- (1) You will have to bear all expenses for the proposed visit;
- (2) There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh;
- (3) Staying abroad over the sanctioned leave will not be allowed; and
- (4) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully

Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC. General Manager's Office, Dhaka Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Bangabandhu Avenue (Dhaka Central), Dhaka.
03. Manager, Sonali Bank PLC. Segun Bagicha Branch, Dhaka . They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.
05. Master Copy /Personal File/Office Copy.

Assistant General Manager

**Masud Ahmed Khan**  
Assistant General Manager  
Human Resource Management Division  
**Sonali Bank PLC**  
Head Office, Dhaka.



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“সুবর্ণজয়ন্তীর অঙ্গীকার  
সোনালী ব্যাংক হবে সবার”

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