



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO - 26405/1021

Date: 11 February 2024

MUNIM BIN MOHSIN (G-48873)

Passport No. A05284563

Engineer (IT)

Information Technology Division (Infrastructure IT)

Sonali Bank PLC

Head Office, Dhaka

Bangladesh.


Subject : Sanction of 15 (Fifteen) 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 Information Technology Division (Infrastructure IT), Sonali Bank PLC, Head Office, Dhaka vide their letter no. 35 dated 10 January 2024 the authority has sanctioned 15 (Fifteen) 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


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



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Yours faithfully

Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. Deputy General Manager, Information Technology Division (Infrastructure IT) Sonali Bank PLC. Head Office, Dhaka. They are requested to send his joining report after avail of leave.
02. Immigration Officer, All International Airports/Landports of Bangladesh.
03. 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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