



SONALI BANK PLC.

Credible & Smart

No. HRMD/SEC-6/OUTSIDE/AOG-1 Cash/8887/9811

Dated: 07 December, 2023

MD ABDUS SATTER (G-40997)
Assistant Officer-1 (Cash)
(Passport No: A12403089)
Sonali Bank PLC
Shibganj Branch
Dinajpur.

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 recommendation of Sonali Bank PLC, General Manager's Office, Dinajpur vide their letter no 738 dated 13-11-2023 the authority has sanctioned 15 (Fifteen) days leave with full pay (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit India under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC / Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,

(Israt Jahan)

Assistant General Manager

Israt Jahan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.



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Yours faithfully,

Sd/-

(Israt Jahan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

1. Deputy General Manager, Sonali Bank PLC, General Manager's Office, Dinajpur with a request to send us the related joining report of the above staff specifying the date of leave availed.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Thakurgaon with a request to send us the related joining report of the above staff specifying the date of leave availed.
3. Manager, Sonali Bank PLC, Shibganj Branch, Thakurgaon.
4. Immigration Officer, All Airport / All Land port, Bangladesh.
5. Website Copy.
6. Personal File.


Assistant General Manager

Israt Jahan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.