



SONALI BANK PLC.

Credible & Smart

No. HRMD/SEC-8/OUTSIDE/SSG-1(Tec.)/204/9076

Dated: 13 November, 2023

MD ABUL KALAM KHAN (G-30596)
Supporting Staff Grade-1 (Technical)
(Passport No: EG0263650)
Employees Welfare & Transport Division
Sonali Bank PLC.
Head Office
Dhaka.

Subject: Sanction of 30 (Thirty) 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 Employees Welfare & Transport Division, Sonali Bank PLC. Head Office, Dhaka vide their letter no 762 dated 31-10-2023 the authority has sanctioned 30 (Thirty) 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 for treatment 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,

Sd/-

(Israt Jahan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

1. Deputy General Manager, Employees Welfare & Transport Division, Sonali Bank PLC. Head Office, Dhaka. **Please send the joining report of the related Staff specifying the date of leave availment.**
2. Immigration Officer, All Airport / All Land port, Bangladesh.
3. Website Copy.
4. Personal File.

Assistant General Manager

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