



**Sonali Bank PLC.**

*Credible and Smart*

No.HRMD/SEC-3/PF/SO - 21219/115

Date: 02 January 2024

MD ABDUS SALAM (G-34651)

Passport No. A08008173

Senior Officer (IT)

Sonali Bank PLC

Puratan Bus Stand Branch, Thakurgaon

Bangladesh.

**Subject : Sanction of 10 (Ten) days leave (Outside Bangladesh) with full pay  
for medical treatment in 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, Dinajpur vide their letter no.758 dated 22 November 2023, the authority has sanctioned 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 for medical treatment in India under the following terms and conditions:

- (1) You will have to bear all expenses of 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, Dinajpur.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Thakurgaon.
03. Manager, Sonali Bank PLC, Puratan Bus Stand Branch, Thakurgaon. 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.

Human Resource Management Division(Sec-3)

Head Office, Motijheel C/A. Dhaka-1000. Bangladesh.

Phone : 88-02-9551121

E-Mail : [dgmhrmd@sonalibank.com.bd](mailto:dgmhrmd@sonalibank.com.bd), [sbl.hrmd3@sonalibank.com.bd](mailto:sbl.hrmd3@sonalibank.com.bd)

Hot Line: ১৬৬৩৯

Overseas +8809610016639

[www.sonalibank.com.bd](http://www.sonalibank.com.bd)