



**Sonali Bank PLC.**

*Credible and Smart*

No.HRMD/SEC-3/PF/SO-16603/120

Date : 03 January 2024

**SURAJ KUMAR DATTA (G-39755)**

Passport No. EE0175727

Senior Officer

Sonali Bank PLC

Fashitola Branch, Gaibandha

Bangladesh.

**Subject : Sanction of 15 (Fifteen) 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, Rangpur vide their letter no. 5310 dated 20 November 2023, 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 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, Rangpur.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Gaibandha.
03. Manager, Sonali Bank PLC, Fashitola Branch, Gaibandha. 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, sbl.hrmd3@sonalibank.com.bd

Hot Lineঃ ১৬৬৬৯

Overseas +8809610016639

www: sonalibank.com.bd