



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO -20387/122

Date: 17 January 2024

SHARMIN AKTER (G-45932)

Passport No. A05937243

Senior Officer

Sonali Bank PLC

Goila Branch, Barishal

Bangladesh.

Subject : Sanction of 20 (Twenty) 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, Barishal vide their letter no. 4699 dated 12 December 2023, the authority has sanctioned 20 (Twenty) days' leave outside Bangladesh with full pay including transit period and government/ weekly holidays from the date of avail with permission to 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, Barishal
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Barishal West, Barishal.
03. Manager, Sonali Bank PLC, Goila Branch, Barishal. They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.

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


Assistant General Manager

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A. Dhaka-1000. Bangladesh.

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