



**Sonali Bank PLC.**

*Credible and Smart*

No.HRMD/SEC-3/PF/SO - 21264/1848

Date: 28 February 2024

MD NAZMUL HASAN KHAN (G-34259)

Passport No. A05129454

Senior Officer (IT)

Reconciliation Division

Sonali Bank PLC

Head Office, Dhaka

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 Reconciliation Division, Sonali Bank PLC, Head Office, Dhaka vide their letter no.133 dated 15 February 2024 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 for 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. Deputy General Manager, Reconciliation Division Sonali Bank PLC. Head Office, Dhaka.  
They are requested to send his joining report after avail of leave.
02. Immigration Officer, All International Airports/Landports of Bangladesh.
03. 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), [sblhrmd3@sonalibank.com.bd](mailto:sblhrmd3@sonalibank.com.bd)

Hot Lines : ১৬৬০৯

Overseas +8809610016639

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