



সোনালী ব্যাংক পিএলসি.
SONALI BANK PLC.
HUMAN RESOURCE
MANAGEMENT DIVISION
(SECTION-5)

Head Office, Motijheel C/A.,
Dhaka-1000. Bangladesh.
Phone : 88-02-9564515 (DGM)
& : 88-02-47115437 (AGM)
Fax : 88-02-9573765
Email : dgmhrmd@sonalibank.com.bd
sbl.hrmd5@sonalibank.com.bd



No. HRMD/SEC-5/OUTSIDE/SOC-11061/7187

Dated: 24 September 2023

SUMON KUMAR DAS (G-43580)
Senior Officer Cash
(Passport No: A06125151)
Sonali Bank PLC.
Assasuni Branch
Satkhira.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India as Attendant of Wife's Treatment.

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC. General Manager's Office, Khulna vide their letter no 2955 dated 07/09/2023 the authority has sanctioned 15 (Fifteen) 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 as Attendant of your Wife's 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,

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



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Yours faithfully,

Sd/-

(Israt Jahan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC. General Manager's Office, Khulna.
2. Deputy General Manager, Sonali Bank PLC. Principal Office, Satkhira. Please send the joining report of the related officer specifying the date of leave avilment.
3. Manager, Sonali Bank PLC. Assasuni Branch, Satkhira.
4. Immigration Officer, All Airport, All Land port, Bangladesh
5. Personal File.


Assistant General Manager
Israt Jahan
Assistant General Manager
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