



**Sonali Bank PLC.**

*Credible and Smart*

No.HRMD/SEC-3/PF/SO -21935/1706

Date: 28 February 2024

DIPANWITA MITRA (G-45229)

Passport No. A05348687

Senior Officer

Sonali Bank PLC

C & B Road Branch, Barishal

Bangladesh.

**Subject : Sanction of 15 (Fifteen) days' leave (Outside Bangladesh) with full pay to visit 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. 417 dated 28 January 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 to visit India as medical attendant 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, C & B Road 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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Yours faithfully

(Masud Ahmed Khan)

Assistant General Manager

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

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

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