



সোনালী ব্যাংক পিএলসি  
বিশ্বস্ত ও স্মার্ট

No. HRMD/SEC-5/OUTSIDE/SOC-9248/8542

Dated: 30 October 2023

HABIBUR RHAMAN (G-38954)  
Senior Officer Cash  
(Passport No: A11994795)  
Sonali Bank PLC.  
Madhukhali Upazilla Complex Branch  
Faridpur.

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India for Treatment.**

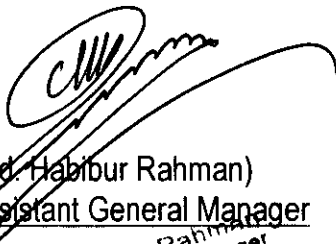
Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC. General Manager's Office, Faridpur vide their letter no 3743 dated 11/10/2023 the authority has sanctioned 15 (Fifteen) days leave with full pay (Outside Bangladesh) including transit period and government weekly holidays from the date of avilment with a permission to visit India for your 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,

  
(Md. Habibur Rahman)  
Assistant General Manager  
Human Resources Management Division  
Sonali Bank PLC  
Head Office, Dhaka.



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Yours faithfully,

Sd/-  
(Md. Habibur Rahman)  
Assistant General Manager

Copy forwarded for kind information & necessary action:

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

Assistant General Manager

Md. Habibur Rahman  
Assistant General Manager  
Human Resources Management Division  
Sonali Bank PLC  
Head Office, Dhaka.