



**Sonali Bank PLC**  
*Credible and Smart*

No. HRMD/SEC-5/OUTSIDE/SOC-11744/9121

Dated: 15 November 2023

M M HISANOON NAHAR (G-44931)  
Senior Officer Cash  
(Passport No: A11792149)  
Sonali Bank PLC  
Agargaon Branch  
Dhaka.

**Subject: Sanction of 07 (Seven) days leave (Outside Bangladesh) with full pay to visit India as Attendant of Daughter'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, Dhaka-Central, Dhaka vide their letter no 3704 dated 18/10/2023, the authority has sanctioned 07 (Seven) 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 Daughter'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,

  
(Israt Jahan)

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, Dhaka-Central, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Dhaka-West, Dhaka. Please send the joining report of the related officer specifying the date of leave availment.
3. Assistant General Manager, Sonali Bank PLC, Agargaon Branch, Dhaka.
4. Immigration Officer, All Airport, All Land port, Bangladesh.
5. Personal File/Master Copy.

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