



Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-5/OUTSIDE/SOC-10684/9660

Dated: 03 December 2023

MD MUSTAFIZUR RAHMAN (G-42744)
Senior Officer Cash
(Passport No: A12060917)
Sonali Bank PLC
Khulna Corporate Branch
Khulna.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India as Attendant of Son'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 3368 dated 22/10/2023, the authority has sanctioned 15 (Fifteen) days leave with full pay (Outside Bangladesh) including transit period and government weekly holidays from the date of availment with a permission to visit India as Attendant of your Son'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.

Yours faithfully,


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



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- 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,

Sd/-

(Md. Habibur Rahman)
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, Khulna Corporate Branch, Khulna. Please send the joining report of the related officer specifying the date of leave availment.
3. Immigration Officer, All Airport, All Land port, Bangladesh.
4. Personal File/Master Copy.


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