



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

No. HRMD/SEC-5/OUTSIDE/SOC-12540/74

Dated: 02 January 2024

GULSAN ARA BEGUM (G-45473)  
Senior Officer Cash  
(Passport No: A00629900)  
Sonali Bank PLC  
Begum Rokeya Sarani Branch  
Dhaka.

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit India as Attendant of Child'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 North, Dhaka vide their letter no 2102 dated 14/12/2023, 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 Child'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,

  
(Md. Habibur Rahman)  
Assistant General Manager  
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, Dhaka North, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Mirpur. Please send the joining report of the related officer specifying the date of leave availment.
3. Assistant General Manager, Sonali Bank PLC, Begum Rokeya Sarani Branch, Dhaka.
4. Immigration Officer, All Airport, All Land port, Bangladesh.
5. Personal File/Master Copy.

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