



Sonali Bank PLC

Credible and Smart

No. HRMD/SEC-5/ABROAD_MAL/SOC-9324/1034

Dated: 01 February 2024

BEGUM HURRE ZANNAT (G-42329)

Senior Officer Cash

(Passport No: A05863175)

Sonali Bank PLC

Lalmonirhat Branch, Lalmonirhat.

Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit Malaysia 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, Rangpur vide their letter no 53 dated 03/01/2024, the authority has sanctioned 15 (Fifteen) days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit Malaysia 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,

 01.02.2024
(Shamsuzzaman Talukder)
Assistant General Manager

Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC.
HRMD (SEC-1) HO, Dhaka.



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Yours faithfully,

Sd/-

(Shamsuzzaman Talukder)

Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC, General Manager's Office, Rangpur.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Kurigram. Please send the joining report of the related officer specifying the date of leave availed.
3. Manager, Sonali Bank PLC, Lalmonirhat Branch, Lalmonirhat.
4. Immigration Officer, All Airport, All Land port, Bangladesh.
5. Personal File/Master Copy.


Assistant General Manager
Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC.

HRMD/SEC-5/HQ, Dhaka

Human Resource Management Division (Section-5), Head Office, Sonali Bank PLC
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